

UPPER PERKIOMEN SCHOOL DISTRICT
Education Center, 2229 E. Buck Road, Pennsburg PA 18073

Policy Committee Meeting Minutes

September 25, 2023

Chair: Peg Pennepacker

Ex-Officio: Melanie Cunningham, President

Members:

Keith McCarrick

Emily McCormick

Assistant Superintendent-Dr. Andrea Farina

Business Manager-Drew Bishop

Human Resources Director-Georgiann Fisher

Approval of August 21, 2023 Committee Minutes

Policy 830 and 830 AR-Security of Computerized Personal Information/Breach Notification: The Board requires that records containing personal information be securely maintained, stored and managed in compliance with state and federal laws, regulations, Board policy, administrative regulations and the district's Records Management Plan. The Superintendent or designee shall ensure that the district provides notice, as required by law, of any breach of the security of the district's systems. Regulations shall be developed and may include, but are not limited to: procedures following a discovery of a breach; procedures for the determination of a breach and whether breach notification is required under the law; breach notification procedures including timeline requirements, who must be notified and methods for such notice. Upon determination of a breach, notice will be provided to the district attorney in the county where the breach occurred and to any resident of the Commonwealth whose personal information was or believed to be accessed by an unauthorized person.

Policy 830.1 and 830.1 AR-0-Data Governance-Storage/Security: the Board directs that the creation, collection, retention, retrieval and disposition of district records shall be governed by Board policy and the district's Records Management Plan and Records Retention Schedule. The district's system of data governance shall include, but not be limited to, the following: data security controls that meet or exceed industry and/or government standards for data protection and privacy, to ensure that only authorized individuals have access to computerized data; a plan for backup and recovery of data to protect against information loss. Redundant backup systems of data storage shall be securely maintained in separate physical locations or in separate data storage systems; training requirements for individuals who have access to confidential and/or critical data and information; provisions to minimize the risk of unauthorized access, alteration or erasure of computerized data; an inventory of all software applications, digital tools and platforms, and related instruments comprising the data governance system; procedures for addressing a breach of data and cybersecurity incidents; procedures and acceptable use provisions for access to data and protection of privacy and personal information; a requirement that all service providers retained or contracted by the district for data governance and records management purposes meet or exceed industry and/or government standards for data protection and privacy of personal information.

006-Meetings: This will move to October Policy Agenda. The revisions to this policy appear under the Voting section. "Actions that require the affirmative vote of two-thirds of those voting in the presence of a quorum" has been removed and both items previously under that category: incurring temporary debt (there is no need to specify emergency or non-emergency as the voting requirement is the same); adopting or changing textbooks without the recommendation of the Superintendent are now categorized under the, "Actions requiring the affirmative votes of two-thirds of the full membership of the Board." Under the provision regarding, "Actions requiring the affirmative votes of a majority of the full membership of the Board": the statement regarding "Combining or reorganizing into a larger school district" has been removed because this action only requires a simple majority. The following statements have been added to this section: Approving or denying a charter school application (24 P.S. Sec. 1717-A); Approving or denying a multiple charter school organization application (24 P.S. Sec. 1729.1-A); Establishing joint schools or departments (24 P.S. Sec. 1701).

Policy 216.1- Supplemental Discipline Records: will move to October Policy Agenda

Policy 251-Students Experiencing Homelessness, Foster Care and Other Educational Instability: This will move to the October Policy Agenda. The only revision to this policy affects the Students with Disabilities section, which is located at the end of the policy. The remaining paragraph was revised to state: "Students experiencing educational instability who have an IEP shall maintain the right to special education and the right to graduate either through attainment of credits or through the completion of the goals established in their IEP, in accordance with applicable law, regulations, Board policy, administrative regulations and state guidance." This additional clause in bold print and referral back to policies 113. Special Education and 217 Graduation address the necessary references related to graduation of a student with an IEP who is also experiencing educational instability.

Policy 249 and 249.1 AR-Proposed Bullying/Cyberbullying: this is a review of the policy, the current policy stands and there are no changes. This will move to first read at the October Board Meeting.

Policy 247-Hazing: this is a review of the policy, the current policy stands and there are no changes. This will move to first read at the October Board Meeting.

Policy 718.1-Therapy Dog: This policy states that the Board may permit individuals to use therapy dogs on district property (including buildings) and on district-owned vehicles upon request, submission of required documentation, and approval by the designated administrator. For purposes of this policy, a therapy dog and its owner/handler must be certified by a therapy dog certification organization recognized by the American Kennel Club. The certification must remain current at all times and must be approved by the Superintendent or designee. The policy establishes guidelines for the health and vaccination status of the dog, the parameters of control by the handler, identification of the dog, supervision and care of the dog, parameters of authorized areas, insurance information, and guidelines regarding exclusion, schedules, district property damage, injuries/allergies/aversions. This will move to first read at the October Board meeting.

Next meeting will be October 23, 2023.