

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

**Policy Committee Meeting**

September 11, 2018

**CHAIR:** Raeann Hofkin

Ex-Officio: Dr. Kerry Drake, President

**MEMBERS:**

Stephen Cunningham

VACANT

Superintendent – Dr. Alexis McGloin

Business Manager – Sandra Kassel

**AGENDA**

1. Approval of August 27, 2018 Meeting Minutes (Attachment A)
2. Review & Discussion:
  - a. Policies & Administrative Regulations: (Attachment B)
    - i. Policy No. 810 - Transportation
    - ii. Policy No. 707 & AR – Use of School Facilities
    - iii. Policy No. 220 – Student Expression
    - iv. Policy No. 920 AR – District Approved Distribution of Written or Electronically Transmitted Information
    - v. Policy No. 801 & AR – Public Access to School District Records
    - vi. Policy No. 2XX & AR Life Threatening Student Allergies
    - vii. Policy No. 209.1 & AR Life Threatening Student Allergies

***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.

**POLICY COMMITTEE MEETING**  
**Minutes**  
**August 27, 2018**

The Policy Committee Meeting was held on August 27, 2018 at 6:00 p.m. with the following Committee Members in attendance: Raeann B. Hofkin, Chairman and Stephen L. Cunningham. Others in attendance were: Kyle Somers, Esq. Dr. Alexis McGloin, Ashley Kitten, Sandra Kassel, Mike Elliott, James Glackin, Kaye Yurik, Lebreia Huff, Mike Tannous and Brian Barth.

Policy Chairman Raeann Hofkin announced the guidelines for the meeting:

- 1<sup>st</sup> - Comments would be taken from the Policy Committee;
- 2<sup>nd</sup> - Comments from other board members would be next;
- 3<sup>rd</sup> - Comments would be heard from members of the community

Motion by Stephen Cunningham, seconded by Raeann Hofkin, to approve the **June 5, 2018 Policy Committee Meeting minutes**. Motion carried; all voted aye.

**Update on PSBA Policy Review**

Dr. McGloin reported the 000's (Local Board Procedures) were received but all other polices needed to be moved to Board Docs before the district can update the 000's. Additional time was needed before all policies were moved over. The Committee decided to continue with meetings until the policies were ready in Board Docs.

**Discussion:**

**a. Policy No. 707 AR – Use of School Facilities**

Some changes were made to No. 2 in the proposed guidelines.

***An Executive Session was called at 6:06 p.m.***

The committee reconvened. Further discussion occurred regarding No. 2 and the 60% was changed to primarily.

A discussion occurred regarding the use of district facilities by feeder programs and what charges should be assessed. Mike Tannous, a representative of the YMCA, made an appeal to the committee to allow the YMCA to use the high school pool free of charge for their swim team. After a lengthy discussion, 707 AR was tabled until a revised system could be put in place. Dr. McGloin talked to the committee about moving the next meeting to September 11<sup>th</sup> which would allow the discussion to continue on changing the AR.

Mr. Tannous also asked for the district to review the "Hold Harmless Clause" in the 707 AR. Mr. Somers stated he would review it and provide feedback. The clause and the AR will be discussed at the next meeting.

**b. Policy No. 810 – Transportation**

Mrs. Kassel explained the transportation reimbursement formula and discussed some of the initial issues the district was experiencing with the start of the school year.

Also discussed was the effect of child care, split schedules and non-public school transportation on the system. A non-public school issue was recognized and was being addressed.

Mr. Glackin commented on the positive response that parents have received from Denise at Gross & Landmark (G&L). It was stressed that it was important for parents to contact G&L if they were having any transportation issues.

Mr. Barth, an Upper Bucks Christian parent, spoke on behalf of the Upper Bucks Christian parents and stated he appreciated that the district was working on the travel time of the transportation run.

A question was asked about the traffic flow at Hereford. Dr. McGloin explained the changes that have been implemented.

A Perkiomen Prep School parent raised some questions and concerns regarding the middle school as a transfer station and the transportation provided by the late bus. One suggestion was to alter the late bus direction every other day. The district will review the comments that were raised.

No changes were made to Policy No. 810.

**c. Policy No. 920 AR – District Approved Distribution of Written or Electronically Transmitted Information**

A discussion occurred on the use of the high school electronic sign. The committee decided to table the policy to the September 11<sup>th</sup> policy committee meeting.

**d. Policy 004.1 – Student Representatives**

It was decided to move forward with this new policy and place it on the September 13<sup>th</sup> Board agenda for a first reading with minor changes.

The committee decided to move policies No. 801 & AR, 707 AR, 902 AR and 220 to the next Policy Committee meeting which will be held September 11, 2018, at 7:00 pm in the Education Center.

Motion by Stephen Cunningham, seconded by Raeann Hofkin to adjourn the meeting at 8:00 p.m. Motion carried; all voted aye.