

## UPPER PERKIOMEN SCHOOL DISTRICT

Education Center  
2229 E. Buck Road  
Pennsburg, PA 18073

### Policy Committee Meeting

October 29, 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 September 11, 2018 Meeting Minutes (Attachment A)
2. Review & Discussion:
  - a. Policies & Administrative Regulations: (Attachment B)
    - i. Policy No. 707 AR – Use of School Facilities
    - ii. Policy No. 801 & AR – Public Access to School District Records
    - iii. Policy No. 2XX & AR Life Threatening Student Allergies
    - iv. Policy No. 209.1 & AR Life Threatening Student Allergies
  - b. Changeover to PSBA Board Docs Policy System
  - c. Review of 000 section

***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**  
**Meeting Minutes**  
**September 11, 2018 – 7:05pm**

The Policy Committee was held on September 11, 2018 and started at 7:05pm in the Multipurpose Room at the Education Center. The following committee members in attendance: Chair, Raeann Hofkin, Steven Cunningham, and ex-officio member Dr. Kerry Drake. Others in attendance were: Ashley Kitten, Kyle Somers, Esq., Dr. Alexis McGloin, Dr. Andrea Farina, Peg Pennepacker, Melanie Cunningham, Mike Elliot, Michael Tannous, Kaye Yurik, and John Sheeran.

Motion by Steven Cunningham, seconded by Dr. Kerry Drake to approve the minutes from the August 27, 2018 meeting. Motion carried; all voted aye.

**Policy No. 810 - Transportation**

Dr. McGloin recommended the change from two months to two weeks in between transportation change requests to child care locations.

Dr. Drake asked how reasonable timeframe for bus schedules was defined. Mr. Cunningham indicated that the district attempts to keep runs to under an hour; however, some students commute to Philadelphia schools and our district is 40 square miles.

Mrs. Hofkin asked that links are corrected in the policy as they are currently not linked.

The committee recommended to move Policy 810 to the October school board meeting for a first read and agreed to make an exception now for one family.

**Policy No. 707 - Use of Facilities**

The committee discussed and agreed that a group should be made up of primarily district residents rather than 60% and to remove the subsets a, b, c on page two to avoid the issue of addressing political nature.

The option to add a section B-1 was presented for those identified as providing a general, significant benefit to the district, to whom the fees would not be charged. These organizations would be identified as district partners, defined by an existing long-term relationship and who share in promoting the educational, social, emotional mission of the district.

Dr. McGloin asked that the administration be able to balance facilities use with organizations who pay and to whom fees are waived, allowing a reduction to the impact of lost revenue. Additionally, she asked that teachers currently running summer camps be considered when

creating a case B-1. Dr. McGloin offered that charging a small fee per head for case B-1 may be an option to offset the cost of facility maintenance and/or use of district equipment.

Mrs. Hofkin stated that the YMCA, Chamber of Commerce, and the Open Link are examples of Community Partners to her. She would want something in writing to identify partners as such for future reference. Mr. Sommers suggested an application process which would be board approved. The committee agreed to move forward with creating this process.

The committee asked that Dr. McGloin grant an exception for charges for the YMCA for the 2018-2019 school year while an application process is created.

Mr. Tannous indicated the current hold harmless clause is one sided in favor of the district. Mr. Somers responded that it is written as such because the district allowed outside entities to utilize facilities and the district would not typically assume responsibility when the district was not overseeing the program/activity. Mr. Somers advised the committee to analyze the language to see if they believe it so burdensome that it would deter use of facilities. He further indicated the current language was defensible and while it was possible to have no language, it was not recommended.

Mr. Tannous provided proposed language from the YMCA legal department which proposed the district was held harmless when the entity's supervisor was negligent, adding additional responsibility for the district. Mr. Somers stated he would not recommend the proposed language and if the hold harmless language was removed, clear rules and regulations for facilities use should be created and enforced. Peg Pennepacker asked if risk management training should be made available for staff and if facilities were regularly inspected. Mr. Sheeran said that inspection were completed every quarter. Dr. McGloin stated that district staff does not monitor these events and clarified that the group renting the facilities were responsible for any incidents and/or damage.

Mrs. Hofkin asked what the district insurance covered and Mr. Somers indicated that the entity using facility would have an insurance company that would address any possible legal matters.

Mr. Elliott asked which districts have a hold harmless and which do not. Mr. Somers stated that there is no standard but he could see what the majority of the county has if it was the will of the committee. The committee did not direct Mr. Somers to follow up on this request.

Mr. Tannous requested, as an exception, for the YMCA to not be required to sign the hold harmless clause. Mr. Cunningham stated that he would not be comfortable granting an exception as were allowing the YMCA to use the facilities for free but they were asking us to share liability.

Mrs. Hofkin suggested an exception for one year for the charge of fees and the hold harmless language. Dr. McGloin suggested that Mr. Somers meet with the YMCA attorney to negotiate a resolution prior to the Board Meeting. Mr. Somers agreed.

A motion was made by Steven Cunningham, seconded by Raeann Hofkin to grant an exception to approve the application for use for the YMCA for the 2018 swim season pending negotiations between the district and YMCA attorneys by Thursday, September 13, 2018. Motion carried; all voted aye.

### **Policy No. 220 - Student Expression**

Mrs. Hofkin shared that the reason she originally proposed this policy was in response to previous student walkouts and to provide clear guidance in the future.

Mr. Somers stated the concept of language to address student walkout and sit ins was not legally necessary and that the district had policies and procedures to address that behavior through the Superintendent. Mrs. Hofkin said that she wanted the district to be prepared to address the multitude of potential reasons for students to walk out regardless of the topic. Further discussion occurred regarding student discipline at the discretion of the Superintendent within parameters of the law.

The committee recommended to move the policy, with noted revisions, to the October board meeting for the first read.

Mr. Elliot requested a version of the policy with proposed language changes in color denote changes be sent to the board.

### **Policy No. 920AR - Rules and Regulations Interpreting Board Policy of District Approved Distribution of Written or Electronically Transmitted Information**

Mr. Cunningham suggested the elimination of redundant language within the listed procedures. Dr. McGloin stated that the district could combine language to remove redundancy and that the additional language under postings would allow the Sports Boosters Club to advertise on the electronic sign located at the High School.

Dr. Drake asked if we were setting a precedent and Mr. Somers responded that we were not as this language was specific. Dr. McGloin further stated that anything that would be approved for UP Television that had a direct impact on high school students could be approved to go on the electronic sign.

The committee recommended to move the policy, with noted revisions, to the October board meeting for the first read.

The next meeting will be October 9, 2018 at 7pm at the Education Center.

Motion by Steven Cunningham, seconded by Raeann Hofkin to adjourn the meeting at 8:59 pm. Motion carried; all voted aye.