

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

Policy Committee Meeting

November 12, 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 October 29, 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
 - 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 Meeting Minutes
October 29, 2018**

The Policy Committee was held on October 29, 2018 and started at 7:00 pm in the Multipurpose Room at the Education Center. The following people were in attendance: Raeann Hofkin, Stephen Cunningham, Kerry Drake, Andrea J. Farina, and Melanie Cunningham.

Motion by Mr. Stephen Cunningham, seconded by Dr. Kerry Drake to approve the minutes from the September 11, 2018 meeting. Motion carried, all voted aye.

Policy No. 707 AR: Use of Facilities

Review of the changes to the AR began on page 1 of 12. The committee discussed striking the sentence under guidelines, which begins with “to qualify...” from the first paragraph and adding it to the beginning of page 2.

The committee reviewed the addition of the language the district solicitor provided for Case B-1, which specifically defined Community Partner. They then reviewed the accompanying application for Community Partner. The committee recommended the following additions to the application:

- Add exclusion of turf fields following the initial paragraph
- Add a Board Approval Date
- Add expiration date
- Add a checkbox on the application for Facilities Use to denote these changes.

The committee discussed the hold harmless clause revisions, which they supported as modified.

Motion to approve the updated 707 was made by Stephen Cunningham and seconded by Dr. Kerry Drake.

Policy No. 801 & AR Public Access to School District Records

Mrs. Hofkin shared that she doesn't have a problem in totality with the policy, but is concerned about how the policy was applied. She indicated that it was her position that the district needed to be transparent with what was deemed an open record. Additionally, she expressed concern with the need to consistently consult with the solicitor regarding Right to Know, when description of open records is clearly defined.

Mrs. Hofkin also shared the following:

- Having the Superintendent be the Right to Know Officer made more sense. Having Diane Hipszer be the officer did not necessarily make sense. The person who knows the most about the dealings of the district should oversee it.
- She desired to know where, when and how the Open Records Officer was trained.
- She asked how many Right to Know Requests were traditionally made annually.

Following Mrs. Hofkin's thoughts the committee reviewed the AR and made the following recommendations:

- Utilized the PSBA purpose, but maintain the remainder of the district 801 policy
- Add pages number to the 801 AR
- Outline the when, where, and how the Open Records Officer was trained
- Alter the language under the Procedure for Requesting Records section, bullet #2 to indicate medium available and/or preferred.
- Add clarity to paragraph 2 of the extension of time section, to read 30 calendar days.
- Modify the language under the Granting of Request section, last sentence to prevent denial based on medium.
- Remove the Does Not Qualify List as Open Record and utilized a link, which is continuously maintained by the Office of Open Records.
- Under Fees, change the "@" sign to \$60 per hour.

Policy No. 2XX (209.1) & AR Life Threatening Student Allergies

The committee reviewed the title change.

Motion to approve 209.1 changes made by Mr. Stephen Cunningham, seconded by Dr. Kerry Drake

Requested addition to the board agenda.

B. Board Documents

Andrea Farina shared that she was aware that PSBA had shared out 000s and 100s and there was a spreadsheet shared which outline the changes recommended (per Gisele McCabe), but was unaware of when the transition was being made.

Mrs. Hofkin indicated that she felt as though the committee needed to review 000-010 so that they did not get backlogged. Mrs. Hofkin requested the spreadsheet be shared with the committee members so they had an idea of what recommendations were being suggested. Andrea Farina, indicated she would share that request.

Following the board documents discussion, Mrs. Hofkin and the committee believed that there was a need for a November Meeting: Possibly 11/13/18 at 7:00 pm.

Motion to adjourn made by Mr. Stephen Cunningham, second by Dr. Kerry Drake, all say aye. 7:39 pm.