

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

Policy Committee Meeting

April 10, 2019

CHAIR: Raeann Hofkin

Ex-Officio: Dr. Kerry Drake, President

MEMBERS:

Stephen Cunningham

Dr. John Farris

Superintendent – Dr. Alexis McGloin

Business Manager – Sandra Kassel

AGENDA

1. Approval of November 12, 2018 Meeting Minutes (Attachment A)
2. Review & Discussion:
 - a. Policies & Administrative Regulations:
 - i. 246 AR – Student Wellness
 - ii. Policy No. 801 & AR – Public Access to School District Records
 - iii. Policy No. 815.1 & AR – Social Media
 - iv. Review of 000 Policies changes

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
November 12, 2018**

The Policy Committee Meeting was held on November 12, 2018 at 7:49 p.m. with the following Committee Members in attendance: Raeann Hofkin, and Stephen L. Cunningham. Others in attendance were: Alexis McGloin, EdD., Andrea Farina, EdD., Ashley Kitten, and Sandra M. Kassel.

Motion by Stephen L. Cunningham, seconded by Raeann B. Hofkin, to approve the **October 29, 2018 Policy Committee Meeting minutes**. Motion carried; all voted aye.

REVIEW & DISCUSSION:

a. Policies & Administrative Regulations:

i. Policy No. 707 AR – Use of School Facilities

A question was raised regarding retention of building use applications with an answer of one year for the time they are retained. It was noted that 60% should be changed to the majority in the AR. Additional clarifications were discussed and items 7 & 8 were revised.

The committee also expressed the importance of notifying groups timely. Under the case definitions B-1 should be changed to D and a line stating "This waiver does not include the use of turf fields" added.

The committee decided the Community Partner Application must be approved by the Board and with the application the applicant must attach their 501©3 approval if they have one. 707AR will be placed on the December 3rd Board agenda.

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

The purpose was revised and at the end of the last paragraph on page 2, the wording "as needed" was included. This referred to the use of the solicitor.

801AR - Public Access to School District Records

The administrator regulations were discussed. On page 2 #7 the word "annually" was added to the end. This referred to staff training.

Business and calendar were added to days to properly identify the response requirements.

On page 5 under "documents not qualifying as public records" the list was eliminated and a sentence and link were added referencing Section 708 of the law.

Open Records revised their form and provided it for use. It was decided the revised forms would be given to the policy committee.

b. Changeover to PSBA Board Docs Policy System

The committee was informed that all the policies and AR's were in Board Docs and would be shifted over shortly.

c. Review of 000 Section

At the next meeting, the Board will need to decide on Local Board Procedures. Dr. McGloin will have Kyle Somers review and then bring back to the Board. Some changes are minimal, others are extensive and other will have no changes.

A comparison will be made with PSBA and gone through by Kyle Somers and then returned to the committee.

The meeting was adjourned at 7:33 pm.