

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

Policy Committee Meeting

January 22, 2024

Chair: Peg Pennepacker

Ex-Officio: Melanie Cunningham, President

Members:

Keith McCarrick

Emily McCormick

Elizabeth Fluckey

Assistant Superintendent-Dr. Andrea Farina

Business Manager-Drew Bishop

Human Resources Director-Georgiann Fisher

Approval of October 23, 2023 minutes.

Policy 614: Payroll Authorization- this policy states that employment of all permanent, temporary and part-time district personnel must be approved by the Board. Daily sign-in and sign-out procedures adequate to meet wage and hour requirements and Board policy may be required of all employees. Proposed addition to the policy is language stating that overtime can be scheduled and paid only when authorized in advance by the immediate supervisor. This policy is recommended for first read.

Policy 615: Payroll Deductions- this policy states that the Board may act on behalf of individual employees to deduct a certain amount from the employees' paycheck and to remit an equal amount to an agent designated by the employee. No deduction may be made from the wages of an employee except for federal or state income tax, PA unemployment, county tax, municipal or school taxes, social security and School Employees' Retirement Fund without authorization by the employee. Proposed addition to the policy is language stating that the intent is to designate purposes not otherwise mandated by law for which the Board is willing to act on behalf of the employee. This policy is recommended for first read.

Policy 616: Payment of Bills- this policy states that it is the Board's intent to direct prompt payment of bills while ensuring due care has been taken to review district bills. Each bill or obligation must be fully itemized, verified and approved by the Board before a check can be issued; except in certain circumstances when the Board Secretary is permitted to draw a payment order. Proposed changes include minor language revisions and linking the updated version. This policy is recommended for first read.

Policy 617: Petty Cash- this policy states that petty cash funds may be used for designated purposes and shall be subject to adequate controls and safeguards. The establishment of funds is under the control of designated employees in district buildings and a monthly report shall be prepared outlining the disbursement of funds. This policy is recommended to be rescinded as the language has been added to Policy 616.

Policy 618: Student Activity Funds- this policy states that the Board is responsible for adopting and enforcing reasonable policy and rules regarding the management, supervision, control and prohibition of student activities, including raising and disbursing funds. Student activity funds are the funds of Board-approved student groups. Proposed updates to this policy include: adding a definition of student activity funds to provide clarity (funds shall be raised by students and expended for purposes related to the activity, with student participation in the decision making process regarding these areas). Adding PSBA recommended language on developing administrative regulations and role of the building principal, advisors, and student treasurers; adding recommended language on all funds collected by student organizations being deposited in a student activities fund in a bank designated by the Board and that no student organization is permitted to establish a separate account; adding recommended language on disbursements being supported by invoices or verified documentation. The time frame for financial reports to be submitted to the Board has been updated to quarterly; language has been updated regarding disbursement of any remaining funds from a graduating class and language was deleted regarding non-school funds. This policy is recommended for first read.

Policy 619: District Audit- this policy states that the Board shall employ an independent, certified public accountant to conduct an annual district audit in conformance with prescribed and legal standards. The completed audit shall be presented to the Board for its examination and approval. The Superintendent and Board Secretary shall annually, by December 31, submit a signed

statement to PDE certifying that the financial statements of the district have been properly audited. This policy was reviewed and recommended for first read.

Policy 333: Proposed Professional Development- this policy states that the Board directs district employees to further their professional and personal advancement through graduate study, inservice training, conference attendance and professional development activities. The policy outlines the Induction Plan for first year teachers, the Induction Program for School System Leaders, and the Professional Education Plan for the certificated administrative and professional employees. Proposed updates to this policy include adding recommended language on eligible employees submitting information regarding graduate/special courses annually to the Superintendent; adding language on approved graduate study/special courses/programs potentially warranting an increase in employee's salary to better reflect School Code and to align with language in CBA; adding language on trauma-informed approach to education based on Act 18 of 2019 requiring school districts to include a minimum of one hour of required training in trauma-informed approaches into the school district's Professional Education Plan. This policy is not recommended for first read.

Policy 612: Purchases Not Budgeted- this policy states that when funds are not available for a proposed appropriation, a legal transfer from one class of expenditure to another may be made by the Board in the last nine months of the fiscal year if the necessary surplus funds do exist in another appropriation, the procedures specified in the School Code are followed, and it can be demonstrated that the proposed expenditure would be educationally warranted in the current fiscal year. This policy was updated for compliance with law to reflect new dollar limits for contracts for work, purchase of supplies, and work performed by district personnel as well as annual adjustment of the dollar amount based on the Consumer Price Index. Language was added regarding the competitive bidding process to better reflect School Code (the district's prior policy mainly outlined price quotations). Language was revised on the Board Secretary being authorized to advertise for bids, as this is not specifically outlined in School Code and language was added regarding the Board Secretary having authority to purchase supplies and award contracts, in accordance with School Code. This policy is recommended for first read.

Policy 915: Booster Organizations- there was a discussion of samples and this policy is not recommended for first read.

Next Policy Committee Meeting will be February 12, 2024.