

UPPER PERKIOMEN SCHOOL DISTRICT

Education Center, 2229 E. Buck Road, Pennsburg PA 18073

Policy Committee Meeting

September 22, 2021

Chair: Peg Pennepacker Ex-Officio: Melanie Cunningham, President Members: Stephen Cunningham, Keith McCarrick

Superintendent- Dr. Allyn Roche Asst. Superintendent-Dr. Andrea Farina Business Manager-Dan Direso

HR Director-Georgiann Fisher Attendees: Doug Kenwood, Kyle Somers

Motion to approve June 14, 2021 minutes. Motion carried.

Policy 707: Peg and Doug met in July to discuss Policy 707. Doug developed a list of who uses the facilities, who pays, etc. Option 1 is to keep the policy the same and continue to allow our facilities to be used with a handshake and a smile. Option 2 is to keep the policy the same and enforce it. Option 3 is to start over with development of the policy. Doug presented the groups that aren't charged. Groups that use the turf are charged through the AD office. Groups that use the Audion and gyms (dance recitals, Senator Mensch breakfast), are invoiced by Food Service and Facilities. Doug developed a plan that if we follow the policy to the letter, the charges that each group will incur when they use one of our facilities. He doesn't want groups to be surprised by the fee and it was suggested by Peg that each group be brought in for a meeting to discuss the fees. Stephen Cunningham and Keith McCarrick were in agreement with meeting the groups and enforcing the fee structure.

Kyle Somers stated that from a liability standpoint, a staff member should be present in the building when a group is using it. If an outdoor facility is being used, there isn't much of a need for a staff member to be present, unless there is a lot of equipment in use.

Doug mentioned that it may be beneficial to have a custodian who works weekends to support groups using the facilities, instead of paying overtime to our weekday custodians. We are also tracking group's insurance through Skyward.

Does a district employee need to be present? Yes, at all times. If an employee is with the group utilizing the facility, they cannot be counted as the district support during the event.

Can a group not have insurance? No.

If a UPSD group is using a facility, must a custodian be present? Yes, unless there is a district employee who is receiving a stipend to be the advisor of the group present who will be responsible.

Can an outside group decline a site manager if a person who is a site manager is present as part of the group? No. If a person is with the group, they aren't there as the district's designated site manager.

If a custodian is already working at a school and a group comes in, should the group be charged? Yes, because that custodian is working on their assigned duties and group usage will require extra duties for the custodian.

Can an outside group bring their own person to operate lighting and sound? No. Suggestions were made about using UPSD students who have been trained by Dr. Thomas and there was a discussion about providing a stipend.

Should rental requests be processed on a first come, first serve basis? Historically it has been school groups are first, community partners are second and outside groups are last. At present, if a community partner or school group requests usage on a date that has been reserved by an outside group, the outside group will be bumped. Dates may be established as parameters as to when requests will be accepted. We currently have no community partners board approved. If an outside organization has a date approved, what is the cut-off date if they will be bumped? Should we make it that any event that isn't school sponsored or school endorsed be scheduled on a first

come, first serve basis? Doug does check with the schools for schedule conflicts prior to approving an outside group. Further discussion will continue.

Do we allow usage of outside groups during holiday breaks or the day prior to a holiday? The main issue is staffing. It was suggested that rental is based upon staffing availability and charging a premium for the site.

Should food service continue to charge based on the hourly rate, escalator and benefits of the staff member working or should a rate of \$25 per hour be charged? Georgie suggested that the fee be included in the flat site rate, which would include the employee cost. It was also suggested that food be invoiced separately.

Dr. Farina will supply the policy meeting attendees with the answers. There is still refinement that needs to be done to the AR, but the priority right now should be to reduce the liability to the district. A custodian will be in place at each event and the fee for that will be charged to the group. Work will continue on the policy language, classes/cases and anticipated effective date. Dr. Farina stated that the policy is attended to address the fairness to the taxpayers, as well as looking at the impact fees will have on families who have to pay and may not be able to afford it. Dr. Farina will give an update to the Board.

Policy 805.2: Our policy was specific to security guards, but this policy has greater breadth. We have a safety and security person, Rodney Blake, and his role and responsibilities were laid out. Safe Schools, disaster plans, grants, inspections, etc. were discussed with Rodney and his role in them. The policy was moved for a first read at the October board meeting.

Next month the Committee will move on to the 300s and at some point the Transportation Policy will be on the discussion board.

Meeting adjourned.