

UPPER PERKIOMEN SCHOOL DISTRICT

Education Center
2229 E. Buck Road
Pennsburg, PA 18073

Policy Committee Meeting

May 18, 2020

CHAIR: Raeann Hofkin

Ex-Officio: Dr. Raeann Hofkin, President

MEMBERS:

Stephen Cunningham

Peg Pennepacker

Assistant Superintendent – Dr. Andrea Farina

Business Manager – Sandra Kassel

Human Resources Director – Georgiann Fisher

AGENDA

1. Approval of January 20, 2020 Meeting Minutes (Attachment A)

2. Review & Discussion:
 - a. 200 Policy & AR [Enrollment of Students/ Enrollment AR](#)
 - b. 200.1 AR [Student Classifications](#) (Intent to Repeal)
 - c. Policy 201 [Admission of Beginners](#) (Maintain Current Policies with Minor Revisions)
 - d. Policy 202 [Eligibility of Nonresident Students/ 202 AR](#) (New)
 - e. Policy 206 [Assignment within District](#)
 - f. Policy 208 [Withdrawal from School](#)
 - g. Policy 220 [Student Expression](#)
 - h. Policy 626 [Federal Fiscal Compliance](#)
 - i. Policy 913 [Non-School Organizations/Group/Individuals](#)
 - j. Policy 227 [Drugs & Alcohol](#)
 - k. Policy 211 [Student Accident Insurance](#) (Intent to Repeal)
 - l. Policy 213 [Assessment of Student Progress](#) (Intent to Repeal)
 - m. Policy 236 [Student Assistance Program](#) (NEW)
 - n. Policy 248 [Unlawful Harassment](#) (Intent to Repeal - merged with Policy 103)
 - o. Policy 250 [Student Accidents/Injuries](#) (Intent to Repeal – place in handbook)
 - p. Policy 005 [Organization](#) (Revision)
 - q. Policy 701.1 [Naming of District Facilities](#)

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.

Upper Perkiomen School District
POLICY COMMITTEE MEETING MINUTES
January 20, 2020

In Attendance: Peg Pennypacker, Stephen Cunningham, Raeann Hofkin, Kyle Somers, Andrea Farina, Sandy Kassel and Georgiann Fisher

Motion by Stephen Cunningham, seconded by Raeann Hofkin to approve the November 18, 2019 Policy Committee Meeting minutes.

Review and discussion:

Many of the Administrative Regulations (AR) we intend to repeal. The AR describe how policy is operationalized. Policy tells us what we are legally responsible to do. The policies are so detailed and prescriptive that they make the language contained in AR redundant and therefore, unnecessary. The PSPA policies that we are using as a guide to format our new policies in alignment with best-practices, ensure regulatory compliance and are far more detailed than our previous policies which eliminates the need for additional guidance.

A motion by Stephen Cunningham to send policy number: 103.1, 113,114 140, 143 and 144 to the rest of the board for review. Some policies may still require an AR, but there is no legal requirement to have an AR for each policy. The motion was seconded by Raeann Hofkin.

A. Policy 125- Adult Education

We decided to maintain in the event that we ever have an Adult Education program in the future. Upper Perk had one years ago. The administration is recommending to maintain it with no changes. The Western Center is looking to develop and Adult Education Program within the next year. The committee reviewed and recommended no changes.

B. Policy 126 Class Size- AR

There was discussion at the previous meeting regarding the desire to maintain some of the class size guidelines. Our considerations included: paraprofessionals/ instructional aides, are there co-teachers in the class, some courses are harder to fill, such as some AP classes. The district has a class size reduction teacher (federally funded) to assign a teacher in the primary grades to assist in reducing class size. Concerns expressed about K-5: we get the class size reduction funding annually from Title 2. Some class sizes in the elementary schools are as high as 28. This is particularly relevant in the Special Ed Classrooms.

Questions/ Discussion:

- a. What efforts are we making at the high school to inform kids and recruit students for the A/P classes?
- b. There is a balance between A/P and dual enrollment. Many students are interested in dual enrollment rather than A/P however, we really want to encourage students in the A/P classes. It was suggested that we spend some time face to face time with kids to

figure out what is holding them back such as a particular teacher, reluctance to participate, fearful of the challenge etc. Many changes were made to the program of study because there were things that were imposed that limited kids from participating. For instance, it was believed that you needed to be in honors in order to be enrolled in A/P. We are hopeful that those changes encourage participation.

C. Policy 130- Homework

There were not many changes made to this policy. The 4th and 5th Grade Center wasn't in the policy so it has been included as part of the Intermediate Grades. Recommendations were made to the daily allotment times. It was sent to the principals to discuss with teachers in order to see if it's still feasible.

Question:

- a. Are the professional staff expected to know and adhere to these policies? Assistant Superintendent assured the committee that yes, as a part of their evaluation (Domain 4) they are expected to adhere to district policy.

D. Policy 1380- English Language Development

No changes recommended from 2018 revision. Last year the entire policy was revised and it's still relevant. Reviewed by committee. ESL night is offered every October where this is explained to parents.

E. Policy 701.1 -Naming Policy

Amend the AR to include policy to include: logistics (sign, location and all logistics), what it will impact and who will impact and who will pay for the sign/ naming recognition. The committee agreed that the nominee will need to be vetted to ensure that they are a viable candidate. Once the form is submitted for consideration and is approved it will be discussed by the facilities committee, to recommend an appropriate memorial (ie: sign, plaque etc).

- F. **Policy 801 -Right to Know-** April of 2019 tabled the discussion. Changes were suggested but because we were going through PSBA we decided to wait and get guidance from them. The current policy and proposed PSBA policies are both attached. Raeann suggested that the policy be linked directly to the Right to Know website because the qualifying things change from time to time. The policy does not currently have a link to the open records office, but it's believe there is no reason not to. The Open Records Officer is Diane Hipzer. There is an annual training offered which she attends. A recommendation was made to add the link to the website.

Motion to adjourn was made by Raeann Hofkin and was seconded by Stephen Cunningham.