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

Policy Committee Meeting Minutes August 21, 2023

Chair: Peg Pennepacker

Ex-Officio: Melanie Cunningham, President

Members:
Keith McCarrick
Emily McCormick

Assistant Superintendent-Dr. Andrea Farina
Business Manager-Drew Bishop
Human Resources Director-Georgiann Fisher

Approval of June 26, 2023 Committee Minutes

Policy 718: Service Animals-Proposed changes include updating definition of a service animal to include miniature horses. Miniature horses may be utilized if it is individually trained to do work or perform tasks for the benefit of an individual with a disability; if the facility can accommodate the type, size and weight; and if the presence does not compromise the safe operation of the facility. Work or tasks can include assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing, pulling a wheelchair, retrieving items, providing physical assistance, and helping those with psychiatric/neurological disabilities. Language was added regarding requests made by an individual with a disability to be accompanied by a service animal being forwarded to the Superintendent or designee. Language was expanded regarding reasons for exclusion of service animals from district buildings, property and vehicles. Language was added regarding an appeal process as a recommendation, with a reference to appropriate complaint procedures specified in applicable policies found in the Policy Manual. This policy will move to First Read at the September Board Meeting.

Policy 339: Uncompensated Leave-Proposed update includes language that states “unless otherwise entitled to leave under applicable law, an employee shall not be eligible for an uncompensated leave of absence if they have been employed by the district for less than one (1) year. The policy will move to First Read at the September Board Meeting.

Policy 709: Building Security- This policy was revised in September 2019 to reflect the role of the School Safety and Security Coordinator and the responsibility of the Superintendent for designating authorized access to school buildings and facilities. The policy states that building security shall be coordinated by the School Safety and Security Coordinator, with the cooperation of District Administrators, building principals and District staff. Guidelines include: one entrance allowed to buildings for visitors, all exterior doors shall be closed and locked at the beginning of the active school day, students will be escorted to their vehicles by staff/security and staff will monitor entry and exit points at student arrival and departure. Changes to this policy include: deleted language regarding possession of keys and a recommendation for a controlled process for screening visitors and other authorized individuals. This policy will move to First Read at the September Board Meeting with revisions.

Policy 610: Purchases Subject to Bid- This policy states that competitive bids will be obtained for products and services where such bids are required by law or may result in monetary savings to the District. Updates to the language of the policy were completed. Updates include, but aren’t limited to: adding language about electronic bidding and changing monetary amounts to “current state bidding threshold”. This policy will move to First Read at the September Board Meeting.

Policy 611, 611AR: Purchased Budgeted -Approval of Contracts AR -This regulation describes the procedures to be followed for consideration and recommendation of approval of contacts involving the purchase of goods, equipment and/or services prior to presenting such contracts to the full Board for approval. Language was updated and the policy will move to First Read at the September Board Meeting.

Policy 601: Fiscal Objectives- This policy states that the Board recognizes its responsibility to district taxpayers to ensure that public monies expended by the school district are utilized for delivery of the educational program in a manner that mandates full value to the taxpayers, and that adequate procedures and records are established to ensure that end. The proposed change to this policy is to add a deadline of October 31st for submission of annual financial report to the Secretary of Education to better reflect School Code. This policy will move to First Read at the September Board Meeting.

Policy 602: Budget Planning- This policy states that the budget shall be designed to reflect the Board's goals and objectives concerning the education of the district students. Therefore, the budget shall be organized and planned to ensure adequate understanding of the financial needs associated with program support and development. The financial requirements of district programs shall be reviewed on a continual basis. The proposed changes include incorporating an additional item in listing of actions to meet objectives of the policy as a recommendation. Recommendation to delete prior Authority language, as it is procedural in nature and may be out-of-date with current district practice. This policy will move to First Read at the September Board Meeting.

Next meeting is September 25, 2023