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

Policy Committee Meeting **February 12, 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 January 22, 2024 minutes.

Policy 805.3: Use of Force- NEW policy that states that the Board can authorize its Safety and Security Specialist and third-party contracted School Security Guards, to carry certain approved weapons, including a firearm, after achieving the mandated trainings, on all school property both during and outside of normal school hours, on or off school property both during and outside normal school hours, at any school-sponsored activity, or on any conveyance providing transportation to or from a school or school-sponsored activity to the extent permitted by law. School security personnel shall objectively evaluate each situation to determine the necessity for force and the appropriate level of force. School security personnel are authorized to use only the reasonable amount of force necessary to mitigate an incident in relation to the force being used against them or another person. Uses of force include security personnel presence, verbal direction, soft empty hand techniques, hard empty hand techniques, non-deadly force, and deadly force. The amount of force used must be objectively reasonable and necessary under the circumstances and proportional to the threat or resistance of a subject. Force used that is unreasonable or unnecessary may subject personnel to disciplinary action, up to and including dismissal, as well as civil and criminal liability. De-escalation techniques should be attempted to stabilize a situation to allow for more time, options, and resources for resolution without the use of force. Following any use of force, school security personnel will evaluate the subject for injuries and provide medical attention or render aid within their level of training. Under the Pennsylvania Crimes Code, Title 18, Chapter 5, "General Principles of Justification", justification of use of force is provided. Use of deadly force and/or discharging of a firearm is only permitted when the school security personnel believe the action is in defense of human life or in protection or defense of any person in which imminent or immediate danger of serious bodily injury is likely to occur. The Pennsylvania Crimes Code specifies those situations where the use of deadly force is lawfully justified. The use of non-deadly force is prescribed by the Use of Force Continuum which is necessary to de-escalate or resolve the incident. The situations in which use of force is permitted is: to protect school security personnel from harm; protect students, District employees, and visitors from harm; to restrain or subdue a resistant individual; to bring an unlawful situation safely and effectively under control. The force continuum for levels of resistance/behavior by the subject is: verbally noncompliant, passive resistance, defensive resistance, active aggression, and aggravated active assault. The standard by which use of force decisions are made is the totality of the circumstances. The appropriate level of force is best defined as the reasonable amount of force necessary to compel an unwilling person to comply with security enforcement objectives. School Security personnel shall not draw or exhibit their firearms unless circumstances create reasonable cause to be believed that it may be necessary to use lethal force in conformance with the policy. School Security personnel are required to refrain from firing into crowds, buildings, through windows or doors, or other openings without first identifying and maintaining sight of the target. All firearms utilized by district personnel shall be approved by the Board and personnel must be certified to carry and use firearms according to current Pennsylvania Law and regulations. All approved firearms shall be stored in a locked gun safe, provided by the District, while not in use on school property. Firearms shall be holstered, with safety on and shall be worn and used only while school security personnel are performing their normally assigned duties, or when traveling to and from off-site locations to conduct official school business, to and from intraschool district locations and interschool district locations in order to conduct official school business. Any lost or stolen weapon will be immediately reported to the Superintendent, or the Superintendent's designee, who shall then notify local law enforcement

providing the weapon serial number, make, model, details of the incident, persons discovering the theft, etc. Security personnel will be responsible for the cost of repair or replacement of any lost or damaged weapon through negligence or misuse. There may also be disciplinary action, including possible termination. Any weapon that is discharged, other than during approved training or authorized practice sessions, must be immediately reported to the Superintendent or Superintendent's designee by any district employee or independent contractor involved in the incident. A Use of Force report must be completed by School Security personnel following any use of force incident and submitted to the district's School Safety and Security Coordinator and Safety and Security Specialist. The report shall be reviewed and if determined, an investigation shall be conducted. Required trainings must be completed by school security guards in accordance with law, regulations, and Board policy.

Policy 333: Proposed Professional Development- this policy outlines parameters for continuing professional study and inservice training. Recommended language was added on eligible employees submitting information regarding graduate/special courses annually to the Superintendent. Recommended language was added 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. Language was added on trauma-informed approach 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.

Policy 915: Booster Organizations/Relations with Parent Organizations- this policy states that the Board endorses parent organizations as appropriate means of achieving effective and maximum involvement of parents and/or guardians in the programs of the District. The Board expects all staff members to work closely with the officers and directors of all parent organizations. There was a discussion of samples at the meeting.

Policy 620: Fund Balance- this policy provides the definition of fund balance and outlines the use of funds. Definitions of fund balance classifications were updated for clarity. Language was added on a Board resolution being required for establishing, modifying or rescinding a commitment of fund balance. Language was added on the restricted fund balance being reduced to the extent that the underlying reason for the restriction has been eliminated.

Policy 621: Local Taxpayer Bill of Rights- this policy states that the Board shall adopt a Local Taxpayer Bill of Rights and it ensures that taxpayers are notified about the district's Local Taxpayer Bill of Rights. Updates include a revised definition of eligible taxes and language on appeals process to better reflect law.

Policy 622: GASB Statement 34- this policy states that the Board recognizes the need to implement the required accounting and financial reporting standards stipulated by the Pennsylvania Department of Education. The policy was updated as a whole for clarity and conciseness. Language was added regarding determination of depreciation, as well as language on the Business Administrator preparing the Management Discussion & Analysis (MD&A) as required by GASB Statement 34. The depreciation schedule/information was deleted from the policy, due to it being out-of-date with current district practice. This information would best be maintained as an administrative regulation.

Policy 624: Taxable Fringe Benefits- NEW policy that states that the Board will comply with regulations of the Internal Revenue Service (IRS) regarding taxability of employee fringe benefits. Definitions of taxable fringe benefit, convenience of the district, and de minimis were added. The Superintendent or designee shall be responsible to ensure that employees verify the use of district equipment for business purposes and report any use or fringe benefits that may be taxable as compensation. The employee verification process shall occur monthly prior to payment of bills. The Business Administrator shall report the value of taxable fringe benefits with the regular payroll for the payroll immediately following the determination of taxable fringe benefits. The Business Administrator shall annually review the determinations of convenience of the district and de minimis amount to ensure compliance with federal regulations.

Policy 625: Procurement Cards-NEW policy that states that the Board approves the use of procurement cards for permissible purchases by designated employees to improve the efficiency of purchasing activities, reduce processing expenses, improve controls for small-dollar purchases, and streamline vendor payment. The Board directs the administration to establish safeguards to prevent misuse of such cards. An approved list of employees authorized to use district procurement cards and adequate insurance coverage for procurement card misuse shall be purchased. All use of procurement cards shall be supervised and monitored and proper accounting procedures for the use of cards shall be developed and monitored by the Business Administrator and/or Superintendent. Employees shall maintain adequate security of the card and the card shall not be sued by another individual. A card usage agreement shall be signed by the employee and training on applicable policies and

procedures shall be given. The established procedure for processing purchases by employees using procurement cards is as follows: employee deals directly with the vendor, Business Office receives the consolidated invoice for payment, cardholder verifies receipt of purchased items, reconciles billing statement and attaches receipts, the supervisor reviews statement and signs approval. Procurement cards shall not be used to circumvent the required bidding process.

Policy 626.1: Travel Reimbursement-Federal Programs- this policy states that the Board shall reimburse administrative, professional and support employees, and school officials for travel costs incurred in the course of performing services related to official business as a federal grant recipient. Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees and school officials who are in travel status on official business as a federal grant recipient. Travel costs shall be reimbursed on a mileage basis for travel using an employee's personal vehicle and on an actual cost basis for meals, lodging and other allowable expenses. Mileage reimbursements shall be at the IRS Standard Mileage Rate. Actual costs for meals, lodging, and other allowable expenses shall be reimbursed only to the extent they are reasonable and do not exceed the per diem limits. Itemized and verified statements must be submitted prior to reimbursement. Minor language revisions were completed.

Policy 627: Debt Management- this policy states that the Board recognizes that it assumes post-issuance compliance responsibilities under federal tax and securities laws whenever it issues tax-exempt bonds, notes or other obligations or enters into a tax-exempt lease (Obligations), whether those Obligations are issued publicly or placed privately, as in a bank loan transaction. The Board authorizes the establishment of procedures to ensure that the district: fully complies with the notification requirements and procedures established from time to time by the SEC; monitors its post-issuance compliance with the applicable provisions of the Internal Revenue Code of 1986 on an on-going basis. The Superintendent and the Business Administrator shall work with appropriate administrative staff and the district's solicitor to develop and implement such administrative regulations to ensure compliance. This policy is locally-developed and retained as-is since it was adopted in 2016.

Next meeting March 18, 2024.