

**NORTH PENN SCHOOL DISTRICT**  
**Lansdale, PA 19446-3960**  
**INFORMATIONAL SHEETS**

**ITEM NUMBER:   #5-18**

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**SUBJECT: Amended Board Policies**

**MONTH/YEAR PRESENTED TO BOARD: February 2018**

**INITIATED BY: Dr. Diane Holben**

**COMMITTEE: Education/Community/Policy Committee**

**RECOMMENDATION: Recommend approval of amended Board Policies #5143: Family Fiscal Responsibility; #5113: English Language Development**

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**BACKGROUND:**

Amended policies are being presented for the Board's review and approval process. These policies are as follows:

- Board Policy #5143: Family Fiscal Responsibility
- Board Policy #5113: English Language Development

The policies have been reviewed by the NPSD Solicitor.

**Date Prepared: 2/6/2018**

# NORTH PENN SCHOOL DISTRICT

## School Board Policy

5143 (a)

STUDENT

Reference: Administrative Regulation 5143

Elementary and Secondary

### School Nutrition Service – Family Fiscal Responsibility

The purpose of the policy is to insure compliance with ***all related state and*** federal reporting requirements for the School Nutrition Service (SNS) program and to provide oversight and accountability for the collection of outstanding student meal balances. This includes addressing negative school meal account balances (meal charges); bounced check fees and school meal accounts with credit balances.

SNS aims to implement an enforceable and effective meal charge procedure that treats students with respect and dignity, maintains a positive experience for students during lunch service, establishes age appropriate practices, and promotes parent responsibility for meal payments and self-responsibility of the student.

It is the parent's responsibility to read and understand all communications regarding the school meal program related to procedures for applying for free/reduced meals, school meal charges, negative school meal account balances, bounced check fees and credit balances for students leaving the district or graduating.

The following outlines the school meal charge policy ~~for each school level:~~

#### High School Charging Policy

~~Students are not permitted to charge meals or ala carte items. Students will only be permitted to charge up to the available balance in their account.~~ **Regardless of whether a student has money to pay for a school meal or owes money for school meals, the school shall provide a school food program meal to a student who requests one, unless the student's parent or guardian has specifically provided a written directive to the school to withhold a school meal. The cost of the school food program meal shall be charged to the student's account. Students will not be permitted to charge ala carte items. After five (5) or more meals (combination of breakfast and lunch) have been charged, SNS will notify families to let the parent/guardian know that their student has charged meals against their account and should send payment to the cafeteria. Communications regarding money owed by a student for school meals shall be directed to the student's parent or guardian and not the student. These communications may occur by means of a letter addressed to the parent or guardian that is delivered by the student.** In an effort to ensure all students have access, SNS will review hardship information with the school principal and guidance counselors annually. Any negative balance left at the end of the school year will be considered an obligation as defined in the NPSD student handbook.

#### Middle Schools Charging Policy

~~Students will be permitted to charge (1) meal. Students will not be permitted to charge ala carte items. After (1) meal has been charged, SNS will notify families to let the parent/guardian know that their student charged a meal against their account and should send payment to the~~

~~cafeteria. Any negative balance left at the end of the school year will be considered an obligation as defined in the NPSD student handbook.~~

Continued

5143 (b)

#### Elementary Schools Charging Policy

~~SNS realizes that elementary school students may occasionally come to school without lunch and without the means to pay for their lunch. The following outlines the measures that SNS will take when an elementary student comes to school without a lunch and without the means to pay for a lunch.~~

- ~~• Students will not be permitted to charge ala carte items.~~
- ~~• Students will also be reminded at lunch when their account has a low balance.~~
- ~~• Students will be permitted to charge up to ten (10) lunch meals. Families will be notified via school messenger.~~
- ~~• If, after the above efforts, there is still no response from the family, SNS will work closely with the school principal and the guidance counselor to recoup negative student balances.~~
- ~~• Any negative balance left at the end of the school year will be considered an obligation as defined in the NPSD student handbook.~~
- ~~• Students will be permitted to charge up to ten (10) lunch meals. Families will be notified via school messenger.~~
- ~~• If, after the above efforts, there is still no response from the family, SNS will work closely with the school principal and the guidance counselor to recuperate negative student balances.~~
- ~~• Any negative balance left at the end of the school year will be considered an obligation as defined in the NPSD student handbook.~~

#### Insufficient Funds Fee

School Nutrition Services will charge a fee to the student meal account for returned personal checks or returned **ACH** transactions ~~from My Payments Plus due to insufficient funds~~. If there are two (2) returned checks in a school year, only cash or certified check will be accepted as payment to the student account.

#### Credit Balances

School Nutrition Services automatically reimburses all credit balances over \$10.00 to seniors who have graduated. The reimbursements are issued in July and August. Parents/Guardians can request reimbursement in writing at any time during the school year. Credit balances under \$10.00 may be transferred to another student account upon request.

#### Prohibited Activities

**The Board hereby prohibits NPSD schools from engaging in the following activities:**

- Publicly identifying or stigmatizing a student who cannot pay for a school meal or who owes money for school meals.**
- Requiring a student who cannot pay for a school meal to perform chores or other work to pay for the school meal.**

- **Requiring a student to discard a school meal after it was served to the student due to the student's inability to pay for the school meal or the amount of money owed by the student for earlier school meals.**

Policy:

Adopted: August 2013

Amended: July 17, 2014

Amended: September 2015

**Amended: March 15, 2018**

**NORTH PENN SCHOOL DISTRICT**  
**School Board Policy**

**5113(a)**

**STUDENT**

**Elementary and Secondary**

~~Limited English Proficiency Program~~ **English Language Development**

In accordance with the school board's philosophy to provide a quality educational program to all students, the district shall provide an appropriate, planned, instructional program for identified students whose dominant language is not English. The purpose of the program is to increase the English language proficiency of eligible students so that they can attain the academic standards adopted by the school board and achieve academic success. Students who ~~have~~ ~~Limited English Proficiency (LEP)~~ **are identified as eligible for English Language Development instruction** will be provided appropriate services. **Eligibility for English Language Development is based on parent or guardian responses on The Home Language Survey and student assessment results on the W-APT/WIDA Screener. Parents or guardians are able to opt their child out of English Language Development programming and services.**

The school board shall adopt a program of educational services for each student whose dominant language is not English. ~~The program shall include bilingual/bicultural or English As a Second Language~~ **Language Development** instruction. The program shall be based on effective research-based theory, be implemented with sufficient resources and appropriately trained staff, and be evaluated periodically.

The school board shall include the provisions for the ~~LEP~~ **English Language Development** program in its Strategic Plan and the appropriate training for professional staff in its Professional ~~Education~~ **Development Plan**.

The superintendent or designee shall implement and supervise an ~~LEP~~ **English Language Development** program that ensures appropriate ~~LEP~~ **English Language Development** instruction in each school and complies with federal and state laws and regulations.

The superintendent or designee, in conjunction with appropriate stakeholders, shall develop and disseminate written procedures regarding the ~~LEP~~ **English Language Development** program, including:

1. Program Goals.
2. Student enrollment procedures.
3. Assessment procedures for program entrance, measurement of progress, and program exit.

4. Classroom accommodations.
5. Grading policies.
6. List of resources, including support agencies and interpreters.

The district shall establish procedures for identifying students whose dominant language is not English. The Home Language Survey shall be completed for each student in the district and be filed in the student's permanent record folder through graduation. For students whose dominant language is not English, assessment of the student's English proficiency level must be completed to determine the need for English ~~as a Second Language~~ **Development** instruction. Students whose dominant language is not English should be enrolled in the district upon presentation of a local address and proof of immunizations.

Students shall have access to and be encouraged to participate in all academic and extracurricular activities available in the district. Students participating in **LEP English Language Development** programs shall be required, with accommodations, to meet established academic standards and graduation requirements adopted by the school board.

The ~~LEP~~ **English Language Development** program shall be designed to provide instruction that meets each student's individual needs, based on the assessment of English proficiency in listening, speaking, reading, and writing. Adequate content area support shall be provided while the student is learning English to assure achievement of academic standards.

The ~~LEP~~ **English Language Development** program shall be evaluated for effectiveness as required, based on the attainment of English proficiency, and shall be revised when necessary.

Certified professional employees and appropriate support staff, when necessary, shall provide the ~~LEP~~ **English Language Development** program.

At the beginning of each school year, within the first thirty (30) days of school, the district shall notify parents of students qualifying for ~~LEP~~ **the English Language Development** program regarding the instructional program and parental options, as required by law. Parents will be regularly apprised of their student's progress **and have the right to immediately opt their child out of English Language Development programming. Parents also have the right to opt their child back into English Language Development programming. The district will communicate the procedures for opt out and opt in to parents or guardians.**

Communications with parents shall be in the language understood by the parents, whenever possible.

The district shall maintain an effective means of outreach to encourage parental involvement in the education of their children. This shall include holding, and sending notice of opportunities for, regular meetings for the purpose of formulating and responding to recommendations from parents of students eligible for English Language Development programming.

Policy:

Adopted: December 18, 2003

Reviewed: June 22, 2006

Reviewed: November 15, 2007

**Amended: March 15, 2018**

**NORTH PENN SCHOOL DISTRICT**  
**Lansdale, PA 19446-3960**  
**INFORMATIONAL SHEETS**

ITEM NUMBER:   #6-18  

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**SUBJECT: Act 80 Days 2018-19**

**MONTH/YEAR PRESENTED TO BOARD: February 2018**

**INITIATED BY: Dr. Diane Holben**

**COMMITTEE: Education/Community/Policy Committee**

**RECOMMENDATION: Recommend approval of the following days as Act 80 Days for the 2018-19 School Year: October 12, 2018, November 5, 2018, February 15, 2019, April 17, 2019, May 21, 2019.**

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**BACKGROUND:**

All public schools in the state of Pennsylvania are required to place a minimum of 180 student days on their school calendars. School districts may opt to request that some days on the calendar be approved as Act 80 days by the Pennsylvania Department of Education. Any days designated as Act 80 days count as student days despite students not being present. The following professional development days are being recommended for approval as Act 80 days for the 2018-19 school year:

- October 12, 2018
- November 5, 2018
- February 15, 2019
- April 17, 2019
- May 21, 2019

**DATE PREPARED: 1/5/2018**



**NORTH PENN SCHOOL DISTRICT**  
**Lansdale, PA 19446-3960**  
**INFORMATIONAL SHEETS**

**ITEM NUMBER:   #7-18**

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**SUBJECT:** Roofing Projects – Walton Farm, Gwynedd Square, Support Services Center

**MONTH/YEAR PRESENTED TO BOARD:** February 2018

**INITIATED BY:** Scott Kennedy

**COMMITTEE:** Support Services

**RECOMMENDATION:**

Recommend approval of Change Order R-01 to ProCom Roofing Corporation for the Walton Farm, Gwynedd Square, and Support Services Center Projects, at a CREDIT to the contract amount of \$60,451.30 for revised metal edging, deletion of new wood blocking, deletion of masonry sealer, metal deck repairs, and roof ladder modifications.

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**BACKGROUND:**

The following change order was found to be necessary and is recommended for approval for the Gwynedd Square, Walton Farm, and Support Services Roofing Projects.

<b>ProCom Roofing Corporation</b>	<b>Credit Change Order # R-01</b>	<b>\$ 60,451.30</b>
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The administration has reviewed and recommends approval of this change order.

Please see the attached Bonnett Architectural, Inc. summary.

Revised Contract Amount: ProCom Roofing Corporation

Original Contract amount:	\$ 1,544,750.00
Previously approved change orders:	\$ 0.00
Amount of this change order GC-05:	\$ <u>(60,451.30)</u>
Revised contract amount:	\$ 1,484,298.70

This change order along with previous change orders equate to a contract decrease of (3.9%).

**Date Prepared: 2-5-18**

**NORTH PENN SCHOOL DISTRICT**  
**Lansdale, PA 19446-3960**  
**INFORMATIONAL SHEETS**

**ITEM NUMBER:   #8-18**

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**SUBJECT:** Oak Park Elementary School – Multipurpose Room HVAC

**MONTH/YEAR PRESENTED TO BOARD:** February 2018

**INITIATED BY:** Scott Kennedy

**COMMITTEE:** Support Services

**RECOMMENDATION:**

Recommend approval of Change Order GC-01 to Walter Brucker & Co., Inc. for the Oak Park Multipurpose Room HVAC Project, at a CREDIT to the contract amount of \$5,120.00 for roof drain supports, masonry infill, and deletion of window soffit.

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**BACKGROUND:**

The following change order was found to be necessary and is recommended for approval for the Oak Park Multipurpose Room HVAC Project.

<b>Walter Brucker &amp; Co., Inc.</b>	<b>Credit Change Order # GC-01</b>	<b>\$ 5,120.00</b>
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The administration has reviewed and recommends approval of this change order.

Please see the attached Bonnett Architectural, Inc. summary.

Revised Contract Amount: Walter Brucker & Co., Inc.

Original Contract amount:	\$ 147,500.00
Previously approved change orders:	\$ 0.00
Amount of this change order GC-05:	\$ <u>(5,120.00)</u>
Revised contract amount:	\$ 142,380.00

This change order along with previous change orders equate to a contract decrease of (3.5%).

**Date Prepared: 2-5-18**

**NORTH PENN SCHOOL DISTRICT**  
**Lansdale, PA 19446-3960**  
**INFORMATIONAL SHEETS**

**ITEM NUMBER:   #9-18**

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**SUBJECT:** Montgomery Elementary School – Additions & Renovations

**MONTH/YEAR PRESENTED TO BOARD:** February 2018

**INITIATED BY:** Scott Kennedy

**COMMITTEE:** Support Services

**RECOMMENDATION:**

Recommend approval of Change Order FP-02 to Accelerated Fire Protection, Inc. for the Montgomery Elementary School Addition & Renovation Project, at a CREDIT to the contract amount of \$10,102.00 for not installing the pre-action system.

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**BACKGROUND:**

The following change order was found to be necessary and is recommended for approval for the Montgomery Elementary School Addition and Renovation Project.

<b>Accelerated Fire Protection, Inc.</b>	<b>Credit Change Order # FP-02</b>	<b>\$ 10,102.00</b>
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The administration has reviewed and recommends approval of this change order.

Please see the attached Bonnett Architectural, Inc. summary.

Revised Contract Amount: Accelerated Fire Protection, Inc.

Original Contract amount:	\$ 297,024.00
Previously approved change orders:	\$ (3,578.00)
Amount of this change order GC-05:	<u>\$ (10,102.00)</u>
Revised contract amount:	\$ 283,344.00

This change order along with previous change orders equate to a contract decrease of (4.6%).

**Date Prepared: 2-5-18**

**NORTH PENN SCHOOL DISTRICT**  
**Lansdale, PA 19446-3960**  
**INFORMATIONAL SHEETS**

**ITEM NUMBER: #10-18**

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**SUBJECT:** North Penn High School – Engineering Study for Boiler

**MONTH/YEAR PRESENTED TO BOARD:** February 2018

**INITIATED BY:** Scott Kennedy

**COMMITTEE:** Support Services

**RECOMMENDATION:**

Recommend approval of a contract with ICS Consulting to complete an engineering study of the North Penn High School boiler in the amount of \$1,600.

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**BACKGROUND:**

The administration is recommending the award of this contract to evaluate the North Penn High School boiler plant. ICS Consulting will survey the existing equipment, develop replacement options and budget estimates along with life cycle costs. Two engineering proposals were received for this study.

**Date Prepared: 2-5-18**

**NORTH PENN SCHOOL DISTRICT**  
**Lansdale, PA 19446-3960**  
**INFORMATIONAL SHEETS**

**ITEM NUMBER:   #11-18**

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**SUBJECT:** North Penn High School & Kulp Elementary Schools – Camera Replacements

**MONTH/YEAR PRESENTED TO BOARD:** February 2018

**INITIATED BY:** Scott Kennedy

**COMMITTEE:** Support Services

**RECOMMENDATION:**

Recommend approval to purchase (4) replacement cameras for North Penn High School and (3) replacement cameras for Kulp Elementary School from App-Techs Corporation in the amount of \$11,079.47.

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**BACKGROUND:**

The administration is recommending the purchase of replacement cameras for North Penn High School and Kulp Elementary School. The purchase of the replacement cameras will be paid through the Capital Reserve Fund.

**Date Prepared: 2-5-18**

**NORTH PENN SCHOOL DISTRICT**  
**Lansdale, PA 19446-3960**  
**INFORMATIONAL SHEETS**

**ITEM NUMBER: #12-18**

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**SUBJECT: 2017-18 ASSIGNMENTS - EXTRA DUTY**

**MONTH/YEAR PRESENTED TO BOARD: February 2018**

**INITIATED BY: Dr. Diane Holben**

**COMMITTEE: Board Leadership**

**RECOMMENDATION: Recommend approval of additions and changes to extra duty assignments for the 2017-18 school year subject to the execution of an Extra Duty Services contract.**

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**BACKGROUND:**

**RECOMMENDATIONS:**

		<b><u>GROUP</u></b>	<b><u>EXPERIENCE</u></b>	<b><u>SALARY</u></b>
<b>PB</b>	Denise Helsel, Head Coach – Girls Lacrosse, 9	3	F	\$ 4,114.00
<b>NPHS</b>	FROM: Mary Ward, Assistant Coach – Girls Softball TO: Mike Beer, Assistant Coach – Girls Softball	3	A	\$ 3,024.00
	FROM: Stephanie Kulp, Assistant Coach – Girls Softball TO: Vicki Tumas, Assistant Coach- Girls Softball	3	A	\$ 3,024.00
	FROM: Chris Young, Assistant Coach – Girls Lacrosse TO: Rachel Shaw, Assistant Coach – Girls Lacrosse	3	A	\$ 3,024.00
	FROM: Matt Elias, Assistant Coach – Boys Volleyball TO: Tim Moyer, Assistant Coach – Boys Volleyball	3	E	\$ 3,895.00
	FROM: Andrew Schmitz, Assistant Coach – Boys Lacrosse TO: Andrew Schmitz, Assistant Coach – Boys Lacrosse	3(½)	B	\$ 1,618.00
	Sean Ruhren, Assistant Coach – Boys Lacrosse	3(½)	C	\$ 1,729.00

**INTRAMURALS****Knapp**

	<b><u>UNITS</u></b>	<b><u>EXPERIENCE</u></b>	<b><u>SALARY</u></b>
Gabrielle Morrison, Environmental Club	1.0	6+	\$ 233.00
Hillary Veverka, Environmental Club	1.0	6+	\$ 233.00
Kelli Albertson, C.A.R.E. Club	0.5	5	\$ 114.00
Ann Kravitz, C.A.R.E. Club	0.5	5	\$ 114.00
Kate Palladino, Reading Olympics	0.5	3	\$ 111.50
Holly Berlanda, Girls on the Run	0.5	1	\$ 105.00
Kristin O'Shea, Girls on the Run	0.5	1	\$ 105.00
Aliscia Lee, Child/Parent Book Club	1.0	6+	\$ 233.00
Dean Calvaresi, Student Council	0.5	6+	\$ 116.50
Wendy Beatty-Burg, Continental Math	0.5	3	\$ 111.50
Barry Sayers, Triathlon	0.5	3	\$ 111.50

**PF**

Jennifer Schwartz, Gay-Straight Alliance	1.0	0	\$ 210.00
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**NORTH PENN SCHOOL DISTRICT**  
Lansdale, PA 19446-3960

**ITEM NUMBER:** #13-18

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**SUBJECT:** Extended School Care Fees

**MONTH / YEAR PRESENTED TO BOARD:** February 2018

**INITIATED BY:** Steve Skrocki

**COMMITTEE:** Finance Committee

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**RECOMMENDATION:**

Recommend approval to establish the Extended School Care Program fees for the 2018-2019 school year, as per the attached fee sheet.

**BACKGROUND:**

Based upon the costs that will be incurred in the upcoming year (see attachment for the 2018-2019 Extended School Care Fees), the Extended School Care Program needs to establish fees for the 2018-2019 school year. The fees represent a 3.0% increase over last year. The monthly fees charged are lower than most other programs in the area in terms of the cost our families pay for their child care services.

The 2018-2019 Extended School Care Program will continue to offer a hot breakfast program and an afternoon snack, while including fees for early dismissals on scheduled afternoons. We will continue to employ a well-trained, qualified and mature staff.

State and county subsidized child care clients are accepted in both the summer camp and the before and after care Extended School Care programs.

<b>DATE PREPARED:</b> January 15, 2018
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**2018-2019**  
**North Penn Extended School Care Program**  
**Monthly Fees**

	2 days per week	3 days per week	4 days per week	5 days per week
<b>Before School Care</b>	\$130.00	\$165.00	\$201.00	\$236.00
2nd child	\$117.00	\$149.00	\$181.00	\$212.00
3rd child	\$91.00	\$116.00	\$141.00	\$165.00
<b>After School Care</b>	\$171.00	\$218.00	\$264.00	\$311.00
2nd child	\$154.00	\$196.00	\$238.00	\$280.00
3rd child	\$120.00	\$153.00	\$185.00	\$218.00
<b>Before &amp; After School Care</b>	\$228.00	\$291.00	\$353.00	\$415.00
2nd child	\$205.00	\$262.00	\$318.00	\$374.00
3rd child	\$160.00	\$204.00	\$247.00	\$291.00

- \* Parents selecting a two, three or four day fixed schedule must specify days of attendance at the time of registration. No additional fees will be incurred for early dismissals which fall on your child's regularly scheduled afternoons.
- \* Fees are based on a 180 day school calendar. Care is billed in 9 equal payments, September-May.
- \* Families requiring a flexible schedule will be assessed a monthly administrative fee of \$20, per child. An additional fee of \$10.00 per day will be assessed to those whose flexible afternoons fall on early dismissal days. Flexible families must submit their schedules to the Extended School Care Office by Friday at noon for the upcoming week.
- \* The option to purchase additional days of care will be offered to any parent whose child is an Extended School Care Program participant, on a space available basis, with a minimum of 5 business days notice. An additional morning can be purchased at a rate of \$16.00, an afternoon at \$21.00, a morning and afternoon at \$28.00, an early dismissal afternoon at \$30.00 and a morning and early dismissal afternoon at \$31.00. Inservice day care will be offered at a rate of \$36.00 per day.

**NORTH PENN SCHOOL DISTRICT**  
Lansdale, PA 19446-3960

**ITEM NUMBER: #14-18**

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**SUBJECT: Extended School Care Summer Camp Fees**

**MONTH / YEAR PRESENTED TO BOARD:** February 2018

**INITIATED BY: Steve Skrocki**

**COMMITTEE: Finance Committee**

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**RECOMMENDATION:**

Recommend approval to establish the Extended School Care's summer camp program price at \$265.00 per week for the 2018 year. (Pro-rated for the week of July 2-6, 2018.)

The fee represents no increase over last year's fee.

**BACKGROUND:**

Based upon the costs that will be incurred in the upcoming year the Extended School Care Program needs to set the fees for summer camp for 2018.

Camp will be offered from 7:00am – 6:00pm, Monday through Friday, from June 11<sup>th</sup>– August 3<sup>rd</sup>, excluding July 4<sup>th</sup>. (Camps dates are subject to change based on extensions to the North Penn school calendar.)  
Camp will be offered in eight, one week sessions at two elementary schools to be determined. The program will include arts and crafts, recreational activities, open swim, a weekly field trip, breakfast, lunch and an afternoon snack.

State and county subsidized child care clients are accepted in both the camp and the Extended School Care programs.

<b>DATE PREPARED: January 15, 2018</b>
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