



**New Hope-Solebury School District  
Policy and Human Resources Committee Meetings  
May 18, 2017  
7:30PM—Upper Elementary School LGI Room**

---

Per Policy 006.2, all public meetings of the Board of School Directors, including committees, are audio recorded.

**Agenda Items**

*A packet of materials will be available on the policy website by Tuesday, May 16, 2017.*

**Call to Order**

**Approve Minutes from April 19, 2017**

**Old Business**

- Second Readings of Policies
  - 253—Suicide and Self-Harming Behavior Prevention
  - 324—Personnel Files
  - 808—Food Services

**New Business**

- Plan for Policy Maintenance – Discussion and Action Steps
  - PSBA and Substantive Changes
  - Local Decisions and Non-Substantive Changes
  - Policy Revision Schedule
  - Yearly Maintenance and Schedule of Policy Review (*to be distributed at the meeting*)

**Public Comment**

**Adjournment**

**PLEASE NOTE:** The next meeting will take place on Thursday, August 10, 2017 at 7:30PM in the UES LGI.

**Immediately following the Policy Meeting, the Human Resources Committee will begin. Due to the confidential nature of the Human Resources Committee, public participation is not permitted.**



## **New Hope-Solebury School District**

### **Policy and HR Committee Meeting Minutes**

**April 19, 2017, 7:30 pm**

**Upper Elementary School LGI**

#### **Attendance**

- **School Board** – Adrienne Deussing (Chair), Mark Cowell, Doug McDonough, Tracy Keyes
- **Administration** – Steve Yanni, Megan Candido
- **Committee Members** – Stan Marcus, Melvin Band, Meg Thompson, Wenmei Ge, Stan Marcus
- **Public** – None

The meeting was called to order by Mrs. Deussing at 7:30PM.

The meeting minutes from the March 16, 2017 meeting were approved.

#### **Old Business**

- The committee discussed changing the portion of Policy 255—Gender Expansive and Transgender Students that deals with the PIAA. It was noted that the policy was incorrect and that PIAA delegates the authority of making decisions about eligibility back to the building principal. The link to PIAA will now be in the actual policy.
- The committee moved policies 201.1 and 246 forward for approval.

#### **New Business**

- The committee discussed Policy 253—Suicide and Self-Harming Behavior. It was noted that the state now requires staff from grades 6-12 to be trained in suicide awareness. We plan to train all staff.
- Policy 234—Personnel Files was reviewed relative to the I9 (employment eligibility) form not being contained in personnel files.
- The committee did a first reading of Policy 808—Food Services. This policy is needed to ensure compliance with our next food services audit.

**Public comment**

- Mr. Band spoke about his concerns about Policy 255—Gender Expansive and Transgender students. He spoke about fairness and safety as it relates to transgender students and non-transgender students.

Mrs. Deussing adjourned the meeting at 8:17PM.

Respectfully submitted,

Dr. Steve Yanni  
Superintendent

DRAFT



Book Policy Manual  
 Section 200 Pupils  
 Title Copy of Suicide and Self-Harming Behavior Prevention  
 Number 253  
 Status  
 Adopted December 21, 2009

## I. Purpose

- A. Suicide among youth is a major national concern, and it is one of the leading causes of death among young people. The district is committed to make every attempt to reduce the risk of suicide among students.

## II. Authority

- A. **The Board delegates the responsibility for the implementation of this policy to the Superintendent or his/her designee.** ~~authorizes the Superintendent to develop and promulgate an administrative regulation to prevent suicide and self-harming behavior among students.~~

## III. Guidelines

- A. Every building principal or his/her designee shall:
1. Develop a student referral and suicide prevention implementation plan.
  2. Instruct school staff on the referral procedures and plan's implementation annually.
- B. District employees **shall be provided with professional development and suicide awareness** ~~inservice training~~ periodically, **as directed by state law**, on the warning signs of suicide.
- C. Each school shall be provided with information related to suicide including community sources of help.
- D. The district policy **shall be reviewed annually.** ~~and administrative regulation will be reviewed periodically.~~

Legal Pol. 207  
 Pol. 236





Book	Policy Manual
Section	300 Employees
Title	Copy of Personnel Files
Number	324
Status	
Adopted	April 19, 1993
Last Revised	May 5, 2014

### A. Authority

A. Orderly operation of the District requires maintaining a file for the retention of all records relative to an individual's duties and responsibilities as an administrative, professional or support employee of the District.

B. The Board requires that sufficient records be maintained to ensure an employee's qualifications for the job held; compliance with federal and state requirements and local benefit programs; conformance with Board policies, administrative regulations, rules and procedures; and evidence of completed evaluations.[1]

### II. Delegation of Responsibility

A. The Board delegates the establishment and maintenance of official personnel records to the Superintendent or his/her designee, who be responsible for this implementing this policy.

### III. Guidelines

A. A central file shall be maintained; supplemental records may be maintained only for ease in data gathering. Medical records shall be kept in a file separate from the employee's personnel file.[2][3] **Further, employment eligibility shall be kept separate from personnel records, per guidelines from the USCIS.**

B. Only information that pertains to the designated role of the employee and is submitted by duly authorized administrative personnel and the Board may be entered in the official personnel file. A copy of each entry shall be made available to the employee, except for matters pertaining to pending litigation or criminal investigation.

C. Personnel records shall be available to the Board but only as required in the performance of its designated functions as a Board and as approved by a majority vote of the Board.

D. Personnel files shall be reviewed annually, and material no longer required shall be destroyed pursuant to a document retention schedule established by the Superintendent or his/her designee.[4]

E. Employee Access

1. Administrative, professional and support employees shall have access to their own file, except that information relative to confidential employment references/recommendations are not part of the personnel file and shall not be available for review by the employee.[14][15]
2. Personnel wishing to review their own records shall:[15][16]
  - a. Request access in writing.
  - b. Review the record in the presence of the administrator or designee responsible to maintain personnel records.
  - c. Make no alternations to the record, nor remove any material.
  - d. Sign a log attached to the file indicating the date and person reviewing.

#### F. Appeals

1. Personnel who choose to appeal material in their records shall make a written request to the Superintendent and shall specify:
  - a. Name and date.
  - b. Material to be appealed.
  - c. Reason for appeal.
2. The Superintendent shall:
  - a. Refer the appeal to the administrator responsible for supervising the employee.
  - b. Hear the appeal and make a determination.
  - c. Permit the addition of employee comments.

#### G. Title I Schools

1. In accordance with law, the district shall release to parents/guardians, upon request, information regarding the professional qualifications and academic degrees of any teacher providing instruction to their child at a school receiving Title I funds.[5][6][7][8]
2. The District shall annually notify parents/guardians at the beginning of the school year about their right to request such information.
3. The district shall notify parents/guardians of students attending Title I schools when their child has been assigned to or taught for four (4) or more consecutive weeks by a teacher who is not highly qualified, as defined by federal law.[5][6][7]
4. In accordance with federal law, the District shall release to parents/guardians, upon request, the qualifications of any paraprofessionals who provide instructional support to their child at a school receiving Title I funds. The District shall annually notify parents/guardians at the beginning of the school year about their right to request such information. [9][6][8]

#### H. File Contents

1. Upon initial employment, the employee's file shall contain:

- a. Completed employment application form.
- b. Copy of certificate where applicable.
- c. Transcripts.
- d. Recommendations.
- e. ~~I-9 Immigration Form.~~[10]
- f. Criminal history and child abuse clearance statements.[11][12][13]

2. During the period of employment, the following additional data shall be maintained in personnel files:

- a. Rate of compensation.
- b. Completed copy of employment contract.
- c. Attainment of advanced degrees and effect on compensation.
- d. Completed evaluations.
- e. Disciplinary reports.
- f. Special awards or distinctions.
- g. All records identified in and maintained pursuant to established administrative regulations.

#### Legal

- 1. 24 P.S. 510
- 2. 42 U.S.C. 2000ff et seq
- 3. 42 U.S.C. 12112
- 4. Pol. 800
- 5. 22 PA Code 403.4
- 6. 20 U.S.C. 6311
- 7. 20 U.S.C. 7801
- 8. Pol. 304
- 9. 22 PA Code 403.5
- 10. 8 CFR 274a.2
- 11. 24 P.S. 111
- 12. 22 PA Code 8.1 et seq
- 13. 23 Pa. C.S.A. 6301 et seq
- 14. 43 P.S. 1321
- 15. 43 P.S. 1322
- 16. 43 P.S. 1323
- 43 P.S. 1321 et seq
- 42 U.S.C. 12101 et seq



Book Policy Manual  
Section 800 Operations  
Title Copy of Food Services  
Number 808  
Status  
Adopted March 29, 1993  
Last Revised May 5, 2014

## I. Purpose

- A. The Board recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. The Board directs that students shall be provided with adequate space and time to eat meals during the school day.

## II. Authority

- A. The Board shall provide food service that meets the standards required by state and federal school breakfast and lunch programs.[1][2][3][4][5][6][7]
- B. A statement of receipts and expenditures for cafeteria funds shall be presented monthly to the Board for its approval.[1]
- C. Food sold by the **District** school may be purchased by students and **District** employees but only for consumption on school premises. The price charged to students shall be established annually by the District in compliance with state and federal laws.[1][8]

## III. Delegation of Responsibility

- A. Operation and supervision of the food services program shall be the responsibility of the Food Services Director.
- B. Cafeterias shall be operated on a nonprofit basis. A periodic review of the cafeteria accounts shall be made by the Business Administrator.[1][3]
- C. The Superintendent **or his/her** designee shall comply with state and federal requirements for conducting cafeteria health and safety inspections and ensuring employee participation in appropriate inspection services and training programs.[9][10][11]

## IV. Guidelines



A. To reinforce the District's commitment to nutrition and student wellness, foods served in school cafeterias shall:[12]

1. Be carefully selected to contribute to students' nutritional well-being and health.
2. Meet the nutrition standards specified in law and regulations and approved by the Board.
3. Be prepared by methods that will retain nutritive quality, appeal to students, and foster lifelong healthy eating habits.
4. Be served in age-appropriate quantities, at reasonable prices.

B. The District shall use food commodities for school menus available under the Federal Food Commodity Program.

C. Surplus accounts shall be used only for the improvement and maintenance of the cafeteria.[1]

D. All funds derived from the operation, maintenance or sponsorship of the food service program shall be deposited in the cafeteria fund, a special bank account, in the same manner as other District funds. Such funds shall be expended in the manner approved and directed by the Board, but no amount shall be transferred from the cafeteria fund to any other account or fund, except that district advances to the food service program may be returned to the district's general fund from any surplus resulting from its operation.

E. The district shall participate in the National School Lunch Program.[4][21]

F. The District shall offer meals to all students without regard to race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.[14][15]

G. Free/Reduced-Price Meals and Free Milk

1. The District shall provide free and reduced-price meals and/or free milk to students in accordance with the terms and conditions of the National School Lunch Program, the School Breakfast Program, and the Special Milk Program.[16][22]
2. The District shall inform parents/guardians of the eligibility standards for free and reduced-price meals.
3. Reasonable efforts shall be made to provide equal treatment for and protect the identity of students receiving free or reduced-price meals.
4. A parent/guardian shall have the right to appeal a decision regarding his/her application for free or reduced-price food services to the Superintendent **or his/her designee**.

H. Accommodating Students With Special Dietary Needs

1. The District shall make appropriate food service and/or meal accommodations to students with special dietary needs in accordance with applicable law, regulations and Board policy. [17][15][18]

I. School Food Safety Inspections

1. The District shall obtain two (2) safety inspections per year in accordance with all local, state, and federal laws and regulations.[10][11][19]
2. The District shall post the most recent inspection report and release a copy of the report to members of the public, upon request.

J. School Food Safety Program

1. The District shall comply with federal requirements in developing a food safety program that enables district schools to take systematic action to prevent or minimize the risk of foodborne illness among students.~~[10][21][23]~~
2. The District shall maintain proper sanitation and health standards in food storage, preparation and service, in accordance with all applicable state and local laws and regulations and federal food safety requirements.~~[20][11][19]~~

K. School Meal Accounts

1. Individual accounts shall be assigned to each student for accounting purposes for the purchase of meals served in school cafeterias.
2. The Superintendent or **his/her** designee **shall be responsible for the following regulations:**~~develop and disseminate administrative regulations that establish procedures to control school meal accounts. Administrative regulations should include the following:~~
  - a. **Funds shall be collected for individual student accounts and each student's identity as it relates to free and reduced lunch shall be protected.**~~Procedures for collecting money for individual student accounts which ensure that the identity of each student is protected.~~
  - b. ~~Method in which students and parents/guardians are notified when the student's account reaches a specified level. At least one (1) advance written warning shall be given to the student and parent/guardian.~~ **The District shall notify parents/guardians of low balanced, typically when a student's account has less than a \$5.00 balance.**
  - c. ~~Procedures for providing students with meals when the student forgets or loses his/her money or when his/her account has insufficient funds.~~ **If a student's account is depleted of funds, he/she will receive a state reimbursable meal. Said meal will consist of sandwich and milk and shall provide the daily required nutrition required by law.**
3. Students and parents/guardians shall be notified annually concerning the contents of this policy and district procedures.

## Legal

1. 24 P.S. 504
2. 24 P.S. 1335
3. 24 P.S. 1337
4. 42 U.S.C. 1751 et seq
5. 42 U.S.C. 1773
6. 7 CFR 210.10
7. 7 CFR 220.8
8. 42 U.S.C. 1760
9. 3 Pa. C.S.A. 5713
11. 7 CFR 210.13
12. Pol. 246
14. Pol. 103
15. Pol. 103.1
16. 42 U.S.C. 1758
17. 7 CFR 15b.40
18. Pol. 113
19. 7 CFR 220.7
20. 7 CFR 210.9
- P.L. 111-296
21. 7 CFR Part 210
22. 7 CFR Part 245
23. 7 CFR Part 220
- 7 CFR Part 15