

**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: 16-18**

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**SUBJECT:** North Penn High School – Engineering Design for PA System

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

**INITIATED BY:** Scott Kennedy

**COMMITTEE:** Support Services

**RECOMMENDATION:**

Recommend approval of a contract with Lehigh Valley Engineering to complete an engineering design of the North Penn High School PA System in the amount of \$14,500.

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**BACKGROUND:**

The administration is recommending the award of this contract to evaluate and design a new PA System for North Penn High School. Lehigh Valley Engineering will survey the existing equipment, develop replacement options and budget estimates, create construction/bidding documents, and manage the installation of the new system. Three engineering proposals were received for this study.

**Date Prepared: 3-5-18**



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

**ITEM NUMBER: 17-18**

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**SUBJECT:** North Penn High School – Variance for Stadium

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

**INITIATED BY:** Scott Kennedy

**COMMITTEE:** Support Services

**RECOMMENDATION:**

Recommend approval of a contract with Architerra, PC to prepare documents and assist with the variance process for the North Penn High School Stadium in the amount of \$6,800.

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**BACKGROUND:**

The administration is recommending the award of this contract to Architerra, PC to prepare documents and assist with the application for a variance for the North Penn High School Stadium. Architerra will survey the existing site, prepare a topographic plan, and review options for an 8 lane track and appropriately sized synthetic turf fields. Architerra will assist with the zoning application and attend the Zoning Hearing Board meetings.

**Date Prepared: 3-5-18**

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

**ITEM NUMBER: 18-18**

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**SUBJECT: Grant Funding for Extended School Care Program**

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

**INITIATED BY: Dr. Diane Holben**

**COMMITTEE: Education/Community/Policy**

**RECOMMENDATION:**

Recommendation approval to apply for merit grant funding from the Pennsylvania Department of Human Services Keystone Stars Program in the amount of \$6142.00.

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**BACKGROUND:**

Merit grants are currently available from the Department of Human Services to assist child care centers who participate in the Keystone Stars Program, Pennsylvania's program to improve the quality of child care. This voluntary program recognizes regulated child care providers who exceed state health and safety standards. The funding will be used to purchase supplies and materials and to replace consumable and worn equipment.

The district is eligible to apply for and receive \$3071.00 for the program at York Avenue Elementary School and \$3071.00 for the program at Hatfield Elementary School.

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

**ITEM NUMBER: 19-18**

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

**MONTH/YEAR PRESENTED TO BOARD: March 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.**

**BACKGROUND:**

**RECOMMENDATIONS:**

		<u><b>GROUP</b></u>	<u><b>EXPERIENCE</b></u>	<u><b>SALARY</b></u>
<b>NPHS</b>	Julia Keefer, Assistant Coach – Girls Lacrosse	3	A	\$ 3,024.00
	FROM: Jewel Rama, Assistant Coach – Girls Track			
	TO: Kayla Charles, Assistant Coach – Girls Track	3	A	\$ 3,024.00
	FROM: Mike Beer, Assistant Coach – Girls Softball			
	TO: Mike Beer, Co-Assistant Coach – Girls Softball	3(½)	A	\$ 1,512.00
	Mary Ward, Co-Assistant Coach – Girls Softball	3(½)	A	\$ 1,512.00
	FROM: Tim Moyer, Assistant Coach – Girls Volleyball			
	TO: Tim Moyer, Assistant Coach – Girls Volleyball	3(.6)	E	\$ 2,337.00
	Kathryn Elechko, Assistant Coach – Girls Volleyball	3(.4)	E	\$ 1,558.00
<b>PD</b>	FROM: Jodie Sell - Newspaper			
	TO: Michael Adornetto, Newspaper	2(½)	A	\$ 1,007.00

**INTRAMURALS**

		<u><b>UNITS</b></u>	<u><b>EXPERIENCE</b></u>	<u><b>SALARY</b></u>
<b>Penndale</b>	Florence Wydra-Gat, Rainbow Club	2.0	0	\$ 420.00
	Colleen Mroz, Rainbow Club	2.0	0	\$ 420.00
	Donna Poley, Leo Club	2.0	0	\$ 420.00
	Patty Fleetwood, Leo Club	2.0	0	\$ 420.00
	Kim Shaughnessy, Leo Club	2.0	0	\$ 420.00
	Michelle Williams, Academic Challenge	1.0	0	\$ 210.00
	Rebecca Rousseau, Math Club	2.0	0	\$ 420.00
<b>Pennfield</b>	FROM: Dave DiValentino, Bucks-Mont Honors Band			
	TO: Tim Jernigan, Bucks-Mont Honors Band	1.0	0	\$ 210.00