

**BOARD WORKSHOP  
MINUTES**

August 24, 2023 – 7:00 p.m.

**I. CALL TO ORDER - 7:03 pm**

- a. Pledge of Allegiance
- b. Roll Call

The following Board members were present: Raeann Hofkin, JP Prego, Dana Hipszer, Mike Elliott, Melanie Cunningham, Peg Pennepacker, Judy Maginnis, Emily McCormick and Keith McCarrick.

Administration in attendance: Drew Bishop, Georgiann Fisher Dr. Andrea J. Farina, Dr. Allyn J. Roche

Others in attendance were: Kyle Somers

**II. COMMITTEE REPORTS**

a. Communications Committee - Mike Elliott

- First meeting of the school year
- Final Site Contract - 5 year contract with Finals site recommended to the Board on the 9/14/23 Board Meeting
- Parentsquare rollout
- Great job Alexis Jenofsky for all the communications to our families
- We are reaching 99% of families with Parentsquare

**Next meeting 9/28/23**

b. Educational Programs and Services Committee – Mike Elliott

- No meeting this month
- Next month - HS improvement review at the Workshop Meeting

**Next meeting 9/21/23**

c. Extracurricular Committee – Dana Hipszer

- We will resume discussion on the process and goals of the player and parent surveys
- Update on fall athletics and activities
- Possible discussion on TicketSpicket

**Next meeting 9/25/23**

d. Facilities Committee – JP Prego

- Discuss summer projects and future projects
- Mrs. Cunningham said great job on the Athletic hallway

**Next meeting 8/28/23**

e. Finance Committee – Melanie Cunningham

- Met 8/21/23

## UPPER PERKIOMEN SCHOOL DISTRICT

- Discussed how does the board know when we can afford something that has not been budgeted
  - The deficit this year is right in line with what was budgeted, we will know more after the audit which is scheduled for November 2023.
  - Food Service Agreement with Spring Ford at the Western Montgomery Career & Technology Center
  - Per Capita Tax
    - Is there an alternative to using Berkheimer for Per Capita tax
  - There were tax bills in Hereford that did not come out correctly, this has been resolved
  - Charter School Rates
  - State Budget, we should be getting about \$750,000 in additional revenue
- f. Policy Committee – Peg Pennepacker
- Policies 718, 339 approved for first read in September
  - Reviewed policy 709
  - 610, 611, 611 AR, 601 first read September
  - **Next meeting 9/25/23**
- g. Western Montgomery Career & Technology Center – Keith McCarrick
- Filled all teaching staff openings there are a few para positions still open
  - Preschool enrollment still open
  - Open House 12/6/23
  - Community meals will be posted in September
- h. Upper Perkiomen Education Foundation – Emily McCormick
- Teacher classroom grants
  - One Book One School with Upper Perkiomen Education Foundation stickers
  - Working on alumni association
  - Upper Perkiomen Education Foundation volunteers at convocation, thank you!
- i. Montgomery County Intermediate Unit – Judy Maginnis
- Met on 8/23/23
  - Talked over personnel issues
  - **Next meeting 9/27/23**
- j. Legislative Liaison Report – Peg Pennepacker
- State Budget passed earlier this month
  - PDE issued guidance on Special Education noncompliance
  - 2023 PSBA School Leadership Conference will be held in October
- k. Regional Planning Commission Representative – Dana Hipszer
- Met on 8/23/23
  - Recycling event in July was a success
  - Comprehensive Plan should be available for public review shortly and later adoption by Municipalities

- Marlborough Township reviewing quarry expansion
- East Greenville Main Street landscaping and First Friday events
- Green Lane sidewalk and repaving projects
- Pennsburg bridge open for Halloween parade, Tot Lot next to police station

**Next meeting 9/27/23**

### III. PRESENTATIONS/DISCUSSION

- a. Board Policy & Administrative Regulation Repeal, Replacement, Retire & Adoptions (First Reading)

[Policy No. 339](#) - Uncompensated Leave

- Mrs. Fisher presented the policy to the Board

- b. Safety & Security Update

- Mr. Blake discussed the process on how Cardinal Point worked to hire the guards
- Security Guards met with UPSD Principals and staff today
- Vice President of Cardinal Point introduced himself and thanked the Board and Dr. Roche for having faith in Cardinal Point
- Collaboration is essential to be successful
- Introduced the guards that will be in our buildings
- Director of Security of Cardinal Point introduced himself and he will be in charge of all of our guards

- c. UPHS Targeted School Improvement (TSI) Update

- Dr. Carpenter, Ms. Senavaitis, and Mr. Amsler presented the Targeted School Improvement plan
- The Board requested monthly updates at the workshop meetings to follow the progress

### IV. SOLICITOR'S REPORT/SUNSHINE ACT ANNOUNCEMENTS

The Board met in an executive session following the meeting that was held on August 10, 2023 and will be meeting again in executive session immediately following tonight's meeting, both for the purpose of discussing a matter of personnel involving an administrative employee of the District.

### V. PUBLIC COMMENTS ON ACTION ITEMS

None

### VI. APPROVAL OF MINUTES

- a. Motion to approve the May 25, 2023 Board Workshop Minutes ([Attachment A](#))

Motion to approve Keith McCarrick

Second motion Mike Elliot

Vote 9-0

- VII. PERSONNEL** - Page 6, \$1,898.65 corrected amount for Assistant Field Hockey Coach  
Motion to approve - Keith McCarrick in its entirety  
Second motion - Mike Elliott  
Vote - 9-0

**a. RESIGNATIONS**

**Shawn Pauley**, Network Coordinator, resigned his position with the district, effective September 15, 2023.

**b. APPOINTMENTS**

**PROFESSIONAL STAFF**

**Emily Danko**, High School Math Teacher, to be hired, effective August 22, 2023, subject to review of required employment history and clearances at Bachelor's, Step 1 for the 2023-2024 school year.

**Alyssa Jones**, Middle School Math Teacher, to be hired, effective August 22, 2023, subject to review of required employment history and clearances at Master's, Step 3 for the 2023-2024 school year.

**Thomas Horner**, LTS Hereford Elementary Teacher, to be hired, effective August 28, 2023 through April 10, 2023, subject to review of required employment history and clearances at Bachelor's, Step 1, prorated for the 2023-2024 school year.

**SUPPORT STAFF**

**Michelle Rodenberger**, Full-Time 12 Month Administrative Assistant for the 4th and 5th Grade Center, existing employee appointed to new role, effective date TBD, earning her existing rate of pay for the 2023-2024 school year.

**Patricia Brennan-Bortz**, Part-Time Custodian, existing employee, to be appointed to her new role, effective August 14, 2023, earning \$18.00/hour for the 2023-2024 school year.

**Nicholas Chandler**, Part-Time Technology Assistant, to be hired, effective date TBD, subject to review of required employment history and clearances at \$19.00/hour for the 2023-2024 school year.

**Miranda McKeon**, Paraprofessional, to be hired, effective date TBD, subject to review of required employment history and clearances at \$18.50/hour for the 2023-2024 school year.

**Ophelia Howard**, Job Coach, to be hired, effective date TBD, subject to review of required employment history and clearances at \$19.00/hour for the 2023-2024 school year.

**Erin Beighley**, Paraprofessional, to be hired, effective date TBD, subject to review of required employment history and clearances at \$18.50/hour for the 2023-2024 school year.

**Renee Pickwood**, Paraprofessional, to be hired, effective date TBD, subject to review of required employment history and clearances at \$18.50/hour for the 2023-2024 school year.

## UPPER PERKIOMEN SCHOOL DISTRICT

**Jennifer Malloy**, Paraprofessional, to be hired, effective date TBD, subject to review of required employment history and clearances at \$18.50/hour for the 2023-2024 school year.

**Allison Terrio**, 10-Month Administrative Assistant for the 4th & 5th Grade Center, to be hired subject to review of required employment history and clearances, effective date TBD, at \$16.00/hour for the 2023-2024 school year.

**Alicia Siwak**, Part-Time Food Service Worker, to be hired subject to review of required employment history and clearances, effective date TBD, at \$14.00/hour for 2023-2024 school year.

**Cody Trievel**, Part-Time Technology Assistant, to be hired subject to review of required employment history and clearances, effective date TBD at \$18.00/hour for the 2023-2024 school year.

**Anthony Lawson**, Full-Time Custodian, to be hired subject to review of required employment history and clearances, effective date TBD at \$16.50/hour for the 2023-2024 school year.

**Shane Rooney**, Full-Time custodian, to be hired, subject to review of required employment history and clearances, effective date TBD at \$17.00/hour for the 2023-2024 school year.

**Tiffany Carpenter**, Paraprofessional, to be hired effective date TBD, subject to review of required employment history and clearances at \$18.50/hour for the 2023-2024 school year.

### SUPPLEMENTAL POSITIONS

1. **COACHES/ADVISORS** for the 2023-2024 school year:

\*Revised amounts based on the recommendations of the Joint Labor Management Committee.

AREA	POSITION	NAME	SALARY
Administration	Fall Ticket Manager	Frank Mercon	\$1370.00
Administration	Game Manager	Rick Rossiter	\$4500.00
Football	Head Coach	Dan Heinrichs	\$9500.00
Football	Assistant Coach	Matt Weiss	\$6175.00
Football	Assistant Coach	Rich Kressly	\$6175.00
Football	Assistant Coach	Zeke Hallman	\$6175.00
Football	Assistant Coach	Matt Pirolli	\$6175.00
Football	Assistant Coach	Cody Fleming	\$6175.00
Football	MS Head Coach	Ben Kunkle	\$4750.00

# UPPER PERKIOMEN SCHOOL DISTRICT

Football	MS Assistant Coach	Kyle Mirth	\$3087.50
Cross Country	Head Coach	Todd Niemann	\$5842.00
Cross Country	Assistant Coach	David Dusza	\$3797.30
Cross Country	MS Head Coach	Clayton Mowrer	\$2921.00
Cross Country	MS Assistant Coach	Katrin Rohl	\$1898.65
Golf	Head Coach	John Brittain	\$4325.00
Golf	Assistant Coach	Joseph Dulin	\$2811.25
Girls' Volleyball	Head Coach	Michael Tirjan	\$5842.00
Girls' Volleyball	Assistant Coach	Taylor Gregory	\$3797.30
Field Hockey	Head Coach	Meghan Griffin	\$5842.00
Field Hockey	Assistant Coach	Susan Flack (50%)	\$1898.65
Field Hockey	Assistant Coach	Brook Best (50%)	\$1898.65
Field Hockey	MS Head Coach	Antoinette Arner	\$2921.00
Field Hockey	MS Assistant Coach	Deborah Macioge	\$1898.65
Boys' Soccer	Head Coach	Kyle Fisher	\$5842.00
Boys' Soccer	Assistant Coach	Sean Burks	\$3797.30
Boys' Soccer	MS Head Coach	James Carnevale	\$2921.00
Girls' Soccer	MS Head Coach	Mike Freed	\$5842.00
Girls' Soccer	MS Assistant Coach	Julia Cupitt	\$1898.65
Girls' Tennis	Head Coach	John Williamson	\$4325.00
Girls' Tennis	Assistant Coach	Daniel Hawthorne	\$2811.25
Water Polo	Head Coach	Brien Kalnoski	\$5842.00
Water Polo	Assistant Coach	Dallas Commons	\$3797.30
Cheerleading	MS Head Coach	Tami Carpenter	\$2000.00

## UPPER PERKIOMEN SCHOOL DISTRICT

Cheer	HS Head Coach	Kylie Wells	\$4000.00
Cheer	HS Assistant Coach	Erika Koffel	\$2600.00

### 2. ADVISORS for the 2023-2024:

AREA	POSITION	NAME	SALARY
Link Crew - (Contract 1 of 2)	HS Advisor	Christa Paul (66.66%)	\$1020.00
Link Crew (Contract 1 of 2)	HS Advisor	Megan Smolinski (33.33%)	\$510.00
Link Crew (Contract 2 of 2)	HS Advisor	Brian Hansley(66.66%)	\$1020.00
Link Crew (Contract 2 of 2)	HS Advisor	Megan Smolinski(33.33%)	\$510.00
Where Everyone Belongs (W.E.B.)	MS Advisor	Lyssa Busolits (50%)	\$480.00
Where Everyone Belongs (W.E.B.)	MS Advisor	Matt Long (50%)	\$480.00
Where Everyone Belongs (W.E.B.)	MS Advisor	Brianna Martinez (50%)	\$480.00
Where Everyone Belongs (W.E.B.)	MS Advisor	Katrina Harman (50%)	\$480.00

### 3. GAME/EVENT WORKERS for 2023-2024:

Arner, Antoinette	Mercon, Frank
Best, Brook	Miller, Michelle
Bieler, Christopher	Mowrer, Clayton
Brittain, John	Neimann, Todd
Cascioli, Lori	Oliver, Brooke
Comer, Becky	Olson, Kristina
Cole, Scott	Ott, Kristin

## UPPER PERKIOMEN SCHOOL DISTRICT

Csekitz, Diane	Rambo, Kathleen
Flack, Susan	Reinhart, Meredith
Guenther, Ruth	Rossiter, Rick
Haff, Nancy	Schoelkopf, Sharon
James, Tracy	Stone, Michelle
Jurglewicz, Bernie	Stotsenburg, Cheryl
Kressly, Rich	Sullivan, Dean
Kunkle, Benjamin	Thren, Greg
Leskusky, Vincent	Thren, Vicki
Lewis, Casey	Thrush, Shane
Lonergan, Chris	Tirjan, Michael
McCloskey, Regina	Wickard, Evan
McDermott, Timothy	Wickard, Meredith
McFadden, James	Williamson, John

4. **EVENT MANAGERS** for 2023-2024:

Cole, Scott	Rossiter, Rick
Brittain, John	Sullivan, Dean
Fisher, Kyle	Cole, Scott
Freed, Mike	Brittain, John
Guenther, Ruth	Fisher, Kyle
Jurglewicz, Bernie	Freed, Mike

5. **SITE MANAGERS** for 2023-2024:

Best, Brook	Jurglewicz, Bernie
Brittain, John	Kressly, Rich
Cole, Scott	Miller, Michelle



## UPPER PERKIOMEN SCHOOL DISTRICT

Detterline, Kate	Petsch, Shelli
Fisher, Kyle	Rossiter, Rick
Flack, Susan	Schoelkopf, Sharon
Freed, Mike	Sokel, Carla
Guenther, Ruth	Sullivan, Dean

### 6. CURRICULUM ASSISTANT 2022-2023:

Name	Course/Grade Level	Contract	Pay
Robin Ewer	Hereford	50%, Schedule B	\$525

### 7. EDGENUITY COURSE SUPERVISION, PROFESSIONAL EMPLOYEES, for a maximum of 15 hours at \$38.00/hour per Professional Contract.

Name	Role
Pamela Fehnel (MS)	Instructor
Christa Paul (HS)	Instructor
Edward Williams (HS)	Instructor

#### c. LEAVES OF ABSENCE:

**Shannon Stefani**, approve Family and Medical Leave/Maternity Leave (6-8 weeks) beginning on October 22, 2023 through January 30, 2024 and unpaid leave until the end of the 2023-2024 school year.

**Debra Burns**, approve Sabbatical Leave beginning approximately on January 22, 2024 through the end of the 2023-2024 school year.

**Kaitlin Mayson**, approve Family and Medical Leave/Maternity Leave (6-8 weeks) beginning on February 2, 2024, through May 2, 2024, unpaid leave through the end of the 2023-2024 school year.

**Nicole Zawada-Care**, approve Family and Medical Leave/ Maternity Leave (6-8 weeks) beginning on January 11, 2024 through April 10, 2024.

**Samantha Adair-Babel**, approve unpaid leave of absence, beginning on August 28, 2023 through December 23, 2023.

**Angela Kovatto**, approved unpaid leave of absence, beginning on October 30, for 6-8 weeks, as needed.

## VIII. ACTION ITEMS

- a. Motion to approve an updated agreement with Lakeside Services to reflect the addition of two

(2) Lakeside Counselors for the 2023-2024 school year funded using ESSER III grant.  
(Attachment B)

Motion to approve - Keith McCarrick

Second - Emily McCormick

Vote - 9-0

b. Motion to approve the UPHS Targeted School Improvement (TSI) Plan. (Attachment C)

Motion to approve B - C - Keith McCarrick

Second- Mike Elliot

Vote- 9-0

c. Motion to approve the ESS revised hourly rates for Paraprofessionals for the 2023-2024 school year. (Attachment D)

d. Motion to waive the penalties and interest, excluding the county commission, for property 57-00-02659-74-5 for the 2020 interim bill as recommended by the Finance Committee. The property was new construction and the tax bill was never received by the homeowner due to the deed change.

Motion to approve - Keith McCarrick

Second - Mike Elliot

Vote- 9-0

e. Motion to approve the following list of Krise Staff for the 2023-2024 school year.

Katherine Borneman

Chad DeShong

Desiree Hertzog

Mildred Kehs

Motion to approve - Mike Elliot

Second- Judy Maginis

Vote- 9-0

**IX. PUBLIC COMMENTS**

None

**X. BOARD COMMENTS**

Mike Elliot -Thank You High School Administrators for addressing the TSI process

Raeann Hofkin - Happy Birthday Mrs. Fisher!

Peg Pennepacker - Red Hill Band concert season is coming to a close

Melanie yielded time to Dr. Roche who shared a short video from convocation

**XI. ADJOURNMENT 9:07 pm**

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**Drew Bishop**

# UPPER PERKIOMEN SCHOOL DISTRICT

FUTURE BOARD & COMMITTEE MEETINGS			
	DATE	TIME	LOCATION
Facilities Committee Meeting	08/28/23	6:00 pm	Education Center
School Board Meeting	09/14/23	7:00 pm	Education Center
Finance Committee Meeting	09/18/23	6:00 pm	Education Center
Educational Programs & Services Committee Meeting	09/21/23	6:00 pm	Education Center
Policy Committee Meeting (new date)	09/25/23	5:00 pm	Education Center
Extracurricular Committee Meeting	09/25/23	6:00 pm	Education Center
Facilities Committee Meeting	09/25/23	7:00 pm	Education Center
Communication Committee Meeting	09/28/23	6:00-6:30 pm	Education Center
Board Workshop	09/28/23	7:00 pm	Education Center