

**School Board Hybrid Meeting / Virtual & Education Center**

**June 17, 2021**

**7:00 p.m.**

Welcome to the regular meeting of the Board of Directors  
Of the Upper Perkiomen School District

**CODE OF ETHICS**

The Board of School Directors agrees to:

- **Welcome and encourage participation and cooperation by all**
- **Work with constituents in a spirit of harmony**
- **Base decision on the facts, vote our honest convictions, and be unswayed by partisan bias**
- **Devote time, thought, and study to our duties and responsibilities**
- **Resist any temptation or outside pressure to use our position to benefit ourselves**
- **Understand and evaluate the educational program and plan for school operations**
- **Provide oversight to the business of the School District, establish policies, and vest administration in the Superintendent of Schools**
- **Help the community have all the facts, all the time, about their schools**
- **Strive to maximize school board service in a spirit of teamwork and devotion to public education**

**BOARD OF DIRECTORS**

Melanie Cunningham, President	Dana Hipszer
Judy Maginnis, Vice President	Raeann Hofkin
Stephen Cunningham, Treasurer	Keith McCarrick
Dr. Kerry Drake	Peg Pennepacker
Mike Elliott	Sandra Kassel, Board Secretary (non-voting member)

**ADMINISTRATORS**

Dr. Allyn J. Roche, Superintendent  
Dr. Andrea J. Farina, Assistant Superintendent  
Sandra M. Kassel, Business Administrator  
Georgiann M. Fisher, Director of Human Resources

**SOLICITOR**

Kyle J. Somers, Esq.  
Wisler Pearlstine, LLP

*In order to assist in keeping an accurate record of the proceeding  
of this meeting, the meeting is being videotaped by the District*

**I. CALL TO ORDER**

- A. Pledge of Allegiance
- B. Roll Call
- C. Introductions of Staff

**II. BOARD PRESIDENT'S REPORT**

**III. SUPERINTENDENT'S REPORT**

**IV. STUDENT REPRESENTATIVE TO THE BOARD REPORT**

**V. SOLICITOR'S REPORT/SUNSHINE ACT ANNOUNCEMENTS**

**VI. APPROVAL OF AGENDA**

**VII. PUBLIC COMMENTS ON ACTION ITEMS**

**VIII. APPROVAL OF MINUTES**

- A. Motion to approve the May 13, 2021 Board Meeting Minutes ([Attachment A](#))

**IX. PRESENTATIONS/DISCUSSION**

- A. Motion to approve the following Board Policy Revisions, Adoptions and Repeals (First Readings: (Attachment B)
  - i) Board Policy [No. 231 Social Events and Class Trips](#) (Repeal & Replace)
  - ii) Board Policy [No. 214 Class Rank](#) and [Attachment 1](#), [Attachment 2](#), [Attachment 3](#) (Repeal & Replace)
- B. Update on the 2021-2022 Final Proposed Budget

**X. OLD BUSINESS**

**XI. NEW BUSINESS**

**A. PERSONNEL REPORT**

**i) RETIREMENT**

- (1) **Keith Hartzell**, Custodian, submitted his intent to retire from his employment with the District, effective June 30, 2021.

**ii) RESIGNATIONS**

- (1) **Jessica Berry**, Special Education Teacher at Hereford Elementary, resigned her position with the District, at the conclusion of the 2020-2021 School Year.
- (2) **Matthew McLeod**, paraprofessional, resigned his position with the District at the conclusion of the 2020-2021 School Year.

**iii) APPOINTMENTS**

**(1) SUPPORT STAFF**

- (a) **Phillip Weinstein**, full-time 12- month Maintenance Mechanic, to be hired subject to review of employment history and required credentials at \$25.25/ hour.

## AGENDA - JUNE 17, 2021

- (b) Appoint **Patti Kolb**, current District employee, to the position of Kitchen Manager at the 4th and 5th Grade Center, at the rate of \$13.97/hour for the 2021-2022 School Year.
- (c) Appoint **Julie West**, current District employee to the position of Assistant Kitchen Manager at the Middle School, at the rate of \$13.34/hour for the 2021-2022 School Year.
- (2) **SUPPLEMENTAL POSITIONS**
  - (a) Athletic Game/Event Workers for the 2020-2021 School Year:
    - 1. Evan Wickard

**EXTENDED SCHOOL YEAR PROFESSIONAL EMPLOYEE**, for a maximum of 63 hours, for the 2021-2022 school year at \$37.00/hour per Professional Contract.

NAME	POSITION
Heather Levan	Teacher

**POWER UP! CAMP PROFESSIONAL EMPLOYEES**, for a maximum of 6 hours each, to train Summer Camp Teachers at \$37.00/hour per Professional Contract.

NAME	POSITION
Beth Bianco	Teacher/Trainer
Kate Stallings	Teacher/Trainer
Erica Fitzgerald	Teacher/Trainer
Lisa Greco	Teacher/Trainer

**EDGENUITY COURSE SUPERVISION, PROFESSIONAL EMPLOYEE**, for a maximum of 15 hours at \$37.00/hour per Professional Contract.

NAME	POSITION
Pamela Fehnel	Teacher
Edward Williams	Teacher
Christa Paul	Teacher

### Fall 2021 Coaches

AREA	POSITION	NAME	SALARY	SCHEDULE
Administration	Ticket Manager	Frank Mercon	\$4,109.00	A
Administration	Seasonal Game Manager	Rick Rossiter	\$1,375.00	A
Football	Varsity Coach	Thomas Hontz	\$10,814.00	A
Football	Assistant Coach	Bill Maximuck	\$6,486.00	A
Football	Assistant Coach	Chris Bieler	\$6,486.00	A
Football	Assistant Coach	Jason Kulp	\$6,486.00	A

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Football	Assistant Coach	Brian Peoples	\$6,486.00	A
Football	Assistant Coach	Tobias Cole	\$6,486.00	A
Football	Assistant MS Coach	Rich Kressly	\$3,458.00	A
Football	Assistant MS Coach	Ben Kunkle	\$3,458.00	A
Cross Country	Varsity HS Coach	Todd Niemann	\$4,325.00	A
Cross Country	Assistant HS Coach	David Dusza	\$2,200.00	A
Cross Country	MS Coach	Clayton Mowrer	\$2,000.00	A
Golf	Varsity HS Coach	John Brittain	\$4,325.00	A
Golf	Assistant HS Coach	Joseph Dulin	\$1,836.00	A
Girls' Hockey	Varsity HS Coach	Jamie Warren	\$5,842.00	A
Girls' Hockey	Assistant HS Coach	Rachel Steinman	\$4,086.00	A
Girls' Hockey	MS School Coach	Antoinette Arner	\$2,920.00	A
Girls' Hockey	MS Assistant Coach	Deborah Macioge	\$2,338.00	A
Boys' Soccer	Varsity HS Coach	Kyle Fisher	\$5,842.00	A
Boys' Soccer	Assistant HS Coach	Doug Needs	\$4,086.00	A
Boys' Soccer	MS Coach	Carla Sokel	\$2,920.00	A
Boys' Soccer	MS Assistant Coach	Scott Cole	\$2,338.00	A
Girls' Soccer	Varsity HS Coach	Michael Freed	\$5,842.00	A
Girls' Soccer	Assistant HS Coach	Casey Lewis	\$4,086.00	A
Girls' Soccer	MS Coach	Don Cuomo	\$2,920.00	A
Girls' Soccer	MS Assistant Coach	Alicia Beer	\$2,338.00	A
Girls' Tennis	Coach	John Williamson	\$4,325.00	A
Girls' Tennis	Assistant Coach	Daniel Hawthorne	\$2,487.00	A
Water Polo	Coach	Brien Kalnoski	\$4,325.00	A
Water Polo	Assistant Coach	Matthew Bowe	\$1,990.00	B
Cheerleaders	Advisor, High School	Kristen Funk	\$4,325.00	A
Cheerleaders	Advisor, Middle School	Tami Carpenter	\$1,517.00	A

### Sound & Light Technician

Area	Position	Name	Salary	Schedule
Sound & Light	MS Technician	Jodie Sell	\$367.50	A (50%)

### Curriculum Writers

Name	Course/Grade Level	Contract	Type
Alex Gruber	4th Grade - Social Studies	\$900.00/2	Shared revision

### Summer Custodians/IT Techs effective June 21, 2021

Name	2020-2021 Rate	Max Hours
Avery Farina	11.25/hour	32 hours/ week (8 per day)

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Morgan Thrush	11.25/hour	40 hours/week
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### Mentor for 2020-2021 School Year

Name	Building	Pay
Gordon Frack	Marlborough	\$500

### Curriculum Assistants for the 2021-22 School Year:

Department	Building	First Name	Last Name	Pay
Elementary	4/5	Beth	Bianco (50%)	\$637.50
Elementary	4/5	Kate	Stallings (50%)	\$637.50
Elementary	HFD	Amber	Anderson (50%)	\$637.50
Elementary	HFD	Stephanie	Diehl (50%)	\$637.50
Elementary	MLB	Erica	Fitzgerald (50%)	\$637.50
Special Education	MS	Melissa	Swope	\$1,275.00
Related Arts	MS	Rich	Kressly	\$1,275.00
Mathematics	MS	Amy	McPherson	\$1,275.00
ELA	MS	Hillary	Miller	\$1,275.00
Social Studies	MS	Dave	Pierce	\$1,275.00
Science	MS	Rich	Staniec	\$1,275.00
English	HS	Michael	Calvello	\$2,535.00
Business	HS	Monica	Griffith	\$2,535.00
Health & PE	HS	Frank	Mercon	\$2,535.00
Mathematics	HS	Caren	Miller (75%)	\$1901.25
Mathematics	HS	Meredith	Wickard (25%)	\$633.75
Related Arts	HS	Dan	Moyer	\$2,535.00
Social Studies	HS	Colby	Phillips	\$2,535.00
Science	HS	Jen	Rosch (50%)	\$1,267.50
Science	HS	Mike	Tirjan (50%)	\$1,267.50
Special Education	HS	Shane	Thrush	\$2,535.00
World Language	HS	Rachael	Schmeckenbecher	\$2,535.00

#### iv.) LEAVES OF ABSENCE

- (1) **Meredith Wickard**, Family and Medical Leave beginning on August 24, 2021 through November 16, 2021 and uncompensated Maternity/ Child Rearing Leave through January 21, 2022.

(2) **Robin Lerro**, approve Uncompensated Leave from May 31, 2021 through June 15, 2021.

## **XII. ACTION ITEMS**

- A. Motion to approve the Instructional Model for the 2021-22 school year as full in-person face to face daily instruction as well as offering an optional Upper Perkiomen Online Learning Academy (UPOLA) in grades 1st - 12th grade consisting on some live daily virtual instruction supported with asynchronous learning in grades 1st - 5th and asynchronous learning and virtual instruction in grades 6th - 12 grade. UPOLA offerings and classes are subject to declaration/enrollment numbers and may not be offered at specific grade levels based upon enrollment.
- B. Motion to approve the following Board Policy Revisions, Adoptions and Repeals - Second Readings (Attachment C)
  - i) [No. 226 Searches](#) (Repeal & Replace)
  - ii) No. 227 Drugs & Alcohol & AR (Repeal)
  - iii) [No. 227 Controlled Substance-Paraphernalia](#) (Replacement)
  - iv) [No. 233 Suspension and Expulsion](#) (Repeal & Replace )
  - v) [No. 233 Suspension and Expulsion AR](#) (Repeal & Replace)
  - vi) [No. 818 Contracted Services](#) (Repeal and Replace)
- C. Motion to approve the Budget Resolution for 2021-2022 with a 2.0% millage rate increase as set forth in the attachment. ([Attachment D](#))
- D. Motion to adopt the Homestead/Farmstead Exclusion Resolution for the 2021-2022 Budget. ([Attachment E](#))
- E. Motion to approve the authorization to make the necessary budgetary transfers in the 2020-2021 Budget to comply with state mandated GAAP (General Accepted Accounting Principle) regulations.
- F. Motion to give the Business Administrator the authority to assign a portion(s) of the fund balance for the turf fields. These funds would then be transferred to the Capital Reserve Account.
- G. Motion to approve submission of Emergency Instructional Time Template for 2021-2022 school year in the event that UPSD elects to implement temporary provisions in response to the COVID-19 global pandemic to meet the minimum 180 days of instruction and 900 hours of instruction at the elementary level and 990 hours of instruction at the secondary level through a combination of face-to-face and remote instruction. ([Attachment F](#))
- H. Motion to approve an increase in the maximum number of hours for teachers approved for READY TO LEARN! CAMP from 45 to 55 to allow for teacher training and preparation. Rate for the 21-22 School year is \$37.00/hour, as per Professional Contract.
- I. Motion to approve an increase in the maximum number of hours for teachers approved for Power UP! CAMP from 45 to 55 to allow for teacher training and preparation. The rate for the 21-22 School year is \$37.00/hour, as per Professional Contract.

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- J. Motion to approve an increase in the maximum number of hours for paraprofessionals approved for READY TO LEARN! and Power UP! CAMP from 90 to 92 to allow for training. The rate for the 21-22 School year is \$13.00/hour.
- K. Motion to approve the Compensation Plan for the Administrative Support Staff effective July 1, 2021 through June 30, 2024.
- L. Motion to approve the Compensation Plan for the Instruction and Non-Instructional Support Staff effective July 1, 2021 through June 30, 2024.
- M. Motion to approve a rate increase for Christine Vogel, Food Service Administrative Assistant to \$19.48/hour, effective July 1, 2021.
- N. Motion to approve a rate increase for Amy Hartzell, PIMS/Student Data Administrative Assistant to \$21.53/hour, effective July 1, 2021.
- O. Motion to approve a rate increase for Lisa DiCesare, Administrative Assistant to the Director of Special Education to 20.50/hour, effective July 1, 2021.
- P. Motion to approve the Maintenance and Custodial employees for a 2.5% salary increase, effective July 1, 2021.
- Q. Motion to approve Judy Maginnis to serve as a voting delegate to represent the Upper Perkiomen School Board at the PSBA Delegate Assembly on October 23, 2021.
- R. Motion to approve Peg Pennepacker to serve as a voting delegate to represent the Upper Perkiomen School Board at the PSBA Delegate Assembly on October 23, 2021.
- S. Between this meeting and the next meeting of the Board scheduled for August 12, 2021 and then again until the August 26, 2021 Board Workshop, the Board of School Directors authorizes the Superintendent to take action on behalf of and in the name of the District for the following purposes:
  - i) Hiring of teachers and other administrative employees for open budgeted positions where the failure to hire prior to August 12, 2021 or August 26, 2021, could impair the ability of the District to attract the best candidates for such open and budgeted positions; and
  - ii) Pay District bills to the extent that the payments reflect a budgeted expense. Any action taken by the Superintendent in accordance with this authorization shall be deemed to be the action of this Board. Such action shall be confirmed by the Board at the August 12, 2021, Board meeting.
- T. Motion to approve AG Administrators for student and extra-curricular insurance for 2021-2022, through United States Fire Insurance Company at an annual premium, for the extra-curricular insurance, at a flat fee of \$11,780.00. The student coverage will be made available for purchase by the parents at the following premiums:
  - i) School Time Rate - \$28.00
  - ii) 24 Hours Rate - \$124.00

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- U. Motion to approve Red Hill Dental for school dental services for the 2021-2022 school year at an amount not to exceed \$2,640, pending approval of the 2021-2022 budget. The amount is based on the state reimbursement rate for dental services.
- V. Motion to approve attached contract with Penn Foundation to provide Employee Assistance Program services for the 2021-2022 school year. ([Attachment G](#))
- W. Motion to approve attached Addendum to Extend Agreement with ESS Northeast LLC to provide substitute teaching and support staff services. ([Attachment H](#))
- X. Motion to approve the 2021-2022 Montgomery County Intermediate Unit Intergovernmental Agreement for Shared Student Services in the proposed amount of \$352,834.35. Final costs will be based on actual services provided. ([Attachment I](#))
- Y. Special Education Services ([Attachment](#) - Board Only)
  - i) Motion to approve Agreement with Woods Services for the 2020-2021 academic school year for student 250663 in the amount of \$29, 172.00 for 1:1 Education Aide.
- Z. Special Education Services - ESY ([Attachments](#) - Board Only)
  - i) Motion to approve REVISED Agreement with The Camphill School for the Extended School Year for tuition for student #257147, attending from June 28, 2021 through July 23, 2021 in the amount of \$9,566.60.
  - ii) Motion to approve REVISED Agreement with The Camphill School for the Extended School Year for tuition for student #272747, attending from June 28, 2021 through July 23, 2021 in the amount of \$9,566.60.
  - iii) Motion to approve Agreement with Fairwold Academy for the Extended School Year for tuition for student #265925, attending from July 6, 2021 through August 12, 2021 in the amount of \$5,083.
- AA. Motion to approve the Crossing Guard Services Contract with Signal 88 Security for the 2021-2022 school year.
- BB. Motion to approve the attached list of drivers and personnel employed by our transportation contractor, Krise Transportation Inc. for buses and vans. ([Attachment J](#))
- CC. Motion to award district trash disposal and recycling services from July 1, 2021 to June 30, 2024 to Republic Services for a cost of \$21,313.12 per year.
- DD. Motion to award district mowing and grounds maintenance services for Marlborough Elementary, High School, Middle School, and the 4th & 5th Grade Center from July 1, 2021 to June 30, 2022 to Tidy Up Landscaping, LLC for a cost of \$3,330 per cut. The School District reserves the option to renew the contract for two (2) additional one-year terms with a two (2) percent price increase in each year.
- EE. Motion to renew district mowing and grounds maintenance services for Hereford Elementary and the Education Center from July 1, 2021 to June 30, 2022 to Mitchell Outdoor Services for



cost of \$459 per cut. The School District reserves the option to renew the contract for one (1) additional one-year term with a two (2) percent price increase.

- FF. Motion to award district elevator maintenance services from July 1, 2021 to June 30, 2022 to Kencor, LLC for a cost of \$860 per quarter. The School District reserves the option to renew the contract for one (1) additional one-year term.
- GG. Motion to approve Advanced Protection Company, 101 Schuylkill Avenue, Norristown, PA, for the 2021-2022 school year to provide services for client facilities, athletic and specialty events as needed at the contracted rate of \$23.00 per hour. Hourly rate for holidays and overtime will be paid at the cost of \$34.50 per hour. ([Attachment K](#))
- HH. Motion to approve Standing Stone Consulting Inc., 826 Pennsylvania Avenue, Huntington, PA, for the 2021-2022 school year to provide unarmed security guard services for the High School and Middle School at an annual cost of approximately \$107,744. The School District reserves the option to renew the contract for three (3) additional one-year terms.
- II. Motion to approve the buyout of HPFSC (Hewlett-Packard Financial Services) lease #531012688300004 in the amount of \$19,278.00 for 300 Chromebooks.
- JJ. Motion to approve the buyout of HPFSC (Hewlett-Packard Financial Services) lease #531012688300003 in the amount of \$30,792.00 for 300 Chromebooks and 276 Probook 430.
- KK. Motion to approve the Stormwater Best Management Practices (BMPs) and Conveyance Operations and Maintenance Agreement (Off Site Improvements), subject to review by the Solicitor's office.

### **XIII. FINANCIAL REPORTS – ([Attachment L](#))**

- A. Operating Reports
  - i) Budget to Actual Summary
  - ii) Budget to Actual Detail
  - iii) Revenue Summary
  - iv) Expenditure Summary
  - v) General Fund Receipts
- B. Cash Reports
  - i) Cash Balance Summary
  - ii) Cash Balance Detail
- C. Middle School Construction Summary
- D. Payroll
- E. Cafeteria
- F. Bills
  - i) General Fund Expenditures

### **XIV. NEW FOLLOW UP ITEMS**

### **XV. PUBLIC COMMENTS**

**XVI. BOARD COMMENTS**

**XVII. ADJOURNMENT**

FUTURE BOARD & COMMITTEE MEETINGS			
	DATE	TIME	LOCATION
School Board Meeting	8/12/2021	7:00pm	Education Center
Facilities Committee Meeting	8/19/2021	6:00pm	Education Center
Board Workshop Meeting	8/26/2021	7:00pm	Education Center
<b>All Committee Meetings, except for Facilities, will begin meeting in September 2021</b>			

The Upper Perkiomen Board of School Directors appreciates your interest in and support for the students and their school experience.