

Upper Perkiomen School District

Education Center
2229 East Buck Road
Pennsburg, PA 18073

August 8, 2019

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

Dr. Kerry A. Drake, President	James C. Glackin
Mike W. Elliott, Vice-President	Raeann B. Hofkin
Stephen L. Cunningham, Treasurer	Judith Maginnis
Melanie R. Cunningham	Joan T. Smith
Dr. John L. Farris	Sandra M. Kassel, Board Secretary (non-voting member)

ADMINISTRATORS

Dr. Allyn J. Roche, Superintendent
Dr. Andrea Farina, Assistant Superintendent
Sandra Kassel, Business Administrator
Dr. Tom Compitello, Interim Director of Human Resources

SOLICITOR

Kyle J. Somers, Esq.
Sweet Stevens Katz & Williams, 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 Regular School Board Meeting Minutes of June 13, 2019.
(Attachment A)

IX. PRESENTATIONS/DISCUSSION

- A. Board Policy Adoptions/Revisions/Repeals – First Reading (Attachment B)
 - i) No. 004 – Membership
 - ii) No. 247 – Hazing
 - iii) No. 247.1 – Bullying/Cyberbullying (Repeal & Replace with 249)
 - iv) No. 249 – Bullying/Cyberbullying
 - v) No. 251 – Homeless Students
 - vi) No. 626 Federal Fiscal Compliance
 - vii) No. 101 – Mission Statement/Vision Statement/Shared Values – Repeal
 - viii) No. 102 – Academic Standards
 - ix) No. 105 – Curriculum
 - x) No. 105.1 – Review of Instructional Materials by Parents/Guardians & Students
 - xi) No. 105.2 – Exemption from Instruction
 - xii) No. 105.3 – Animal Dissection - Repeal
 - xiii) No. 106 – Guides for Planned Instruction
 - xiv) No. 107 – Adoption of Planned Instruction
 - xv) No. 108 – Adoption of Textbooks
 - xvi) No. 108.1 – Public Complaints – Educational Materials (Repeal)
 - xvii) No. 109 – Resource Materials
 - xviii) No. 109.1 – Media Centers Material Selection (Repeal)
 - xix) No. 110 – Instructional Supplies
 - xx) No. 111 – Lesson Plans
 - xxi) No. 112 – Guidance Counseling
 - xxii) No. 113 – Special Education
 - xxiii) No. 113.1 – Discipline of Students with Disabilities

X. OLD BUSINESS

- A. Current Enrollment of Student Athletes
- B. Status of Ad Hoc Sports Committee

XI. NEW BUSINESS

A. PERSONNEL REPORT

i) RESIGNATIONS

(1) ADMINISTRATIVE STAFF

- (a) **CHRISTINE McCLOSKEY**, Assistant Director of Special Education, effective August 23, 2019.
- (b) **BRYAN RUZENSKI**, Director of Technology, effective August 2, 2019.

(2) PROFESSIONAL STAFF

- (a) **KELLY LAWRENCEBANCROFT**, .5 School Psychologist at Marlborough Elementary, effective September 8, 2019 or sooner.
- (b) **ALEXA MUHR**, Mathematics and Science Teacher at the Upper Perkiomen Middle School, effective September 21, 2019 or sooner.
- (c) **VERONICA L. NEFF**, Chemistry Teacher at the Upper Perkiomen High School, effective September 21, 2019 or sooner.
- (d) **NICOLE HAZELWOOD**, Special Education Teacher at the Upper Perkiomen Middle School, effective September 26, 2019 or sooner.
- (e) **JOAN ADDUCIE**, Emotional Support Teacher at the Upper Perkiomen High School, effective October 4, 2019 or sooner.

ii) RECOGNITION OF APPOINTMENTS

ADMINSTRATORS

- (a) Motion to appoint **JOSHUA C. MILLER**, High School Assistant Principal, effective August 16, 2019 or sooner, to be hired subject to required employment history review, at \$102,000/year (prorated). Joshua will be replacing Shannon Trexler who resigned.
- (b) Motion to appoint **ALLISON P. STEPHENS**, as Principal of the Marlborough Elementary School, effective August 5, 2019, at \$115,000/yr (prorated). Allison will be replacing Lesley Motruk who retired.
- (c) Motion to appoint **SHARON E. SHIPE** as Software Coordinator, effective August 19, 2019, to be hired subject to required employment history review, at \$82,500/year (prorated). Sharon is replacing Barb Eisenhauer who retired.

(2) PROFESSIONAL STAFF

- (a) Motion to approve **TAYLOR I. GREGORY**, Science Teacher, as a Temporary Professional Employee, at the Upper Perkiomen High School, effective August 27, 2019, to be hired subject to required employment history review, at Master's, Step 1, \$52,409/year. Taylor will be replacing Rich Staniec, who took a teaching position in another district building.

(b) Motion to approve **RACHEL KOLLAR**, Special Education Teacher, at the Upper Perkiomen High School, effective August 27, 2019 to be hired subject to required employment history review, at Master’s +15 Step 5, \$67,486/year. Rachel will be replacing Covington Smith, who took a teaching position in another district building.

(3) **SUPPORT STAFF**

(a) Motion to approve **ILYSE MOYER**, Administrative Assistant to the Director of Human Resources at the Education Center, effective July 30, 2019, to be hired subject to required employment history review, at \$24.00/hr. Ilyse will be replacing Marjorie Vargo, who resigned.

(4) **SUPPLEMENTAL SPORTS POSITIONS for the 2019-2020 school year:**

Area	Position	Name	Salary	
Field Hockey	HS Assistant Coach	Rachel Steinman	\$2,451.75	B
Cross Country	MS Assistant Coach	Rachel Plank	\$1,020.00	A

(5) **EXTENDED SCHOOL YEAR PROFESSIONAL EMPLOYEES**, for additional hours, for the 2018-2019 school year. Rate based on professional contract.

Name	Additional Hours
James Crognale	8
Gloria Hendricks	8
Robin Lerro	11

(6) **EXTENDED SCHOOL YEAR SUPPORT STAFF EMPLOYEES**, for additional hours, for the 2018-2019 school year.

Name	Additional Hours
Deb Beck	.5
Jaimie Hummel	4.25

iii) **LEAVES OF ABSENCE**

(1) **KATHERINE M. BISBING**, approve a **FAMILY MEDICAL LEAVE** of absence from August 27, 2019 to November 13, 2019.

iv) **OTHER**

(1) Motion to approve a **CHANGE IN TITLE** for **KATRINA HARMAN** from Social Worker to Student Assistance Counselor.

B. **ACTION ITEMS**

i) Motion to approve James Glackin to attend the PASA-PSBA School Leadership Conference October 16-18, 2019 in Hershey, PA at an estimated cost of \$1,040.00 and to serve as a voting delegate representing the Upper Perkiomen School District at the PSBA Delegate Assembly Friday, October 18, 2019.

- ii) Motion to correct the June 27th Workshop appointment motion of Cathie Hill. Ms. Hill is appointed as an Elementary Administrative Assistant at the hourly rate of \$14.75/hr., 6.75/hrs./day for 190 days/yr. effective August 27, 2019.
- iii) Motion to appoint Georgiann M. Fisher as Director of Human Resources for a term commencing on August 12, 2019, and ending June 30, 2023, and approve the Employment Agreement with Mrs. Fisher which contains a first year annual salary of \$112,000.00, prorated, and is on file in the office of the Business Administrator.
- iv) Motion to approve Project Live Upper Perk/Youth and Family Services of the Upper Perkiomen Valley as a Community Partner in accordance with Policy 707AR.
- v) Motion to approve the Agreement for Before and After School Child Care Services for the 2019-2020 school year with the Greater Philadelphia YMCA. (Attachment B)
- vi) Motion to approve for submission to the Pennsylvania Department of Education PlanCon Part H: Project Financing documents for the Series of 2019 for the Upper Perkiomen School District, Upper Perkiomen Middle School Project #3881. (Attachment C)
- vii) Motion to approve for submission to the Pennsylvania Department of Education PlanCon Part K: Project Refinancing documents for the Series A of 2019 for the Upper Perkiomen School District. (Attachment D)
- viii) Motion to approve the Transportation Settlement Agreement between Upper Perkiomen School District and the parents of Student #275953.
- ix) Motion to approve the purchase of three volleyball systems for the new Middle School based on the lowest quote from SNA Sports in the amount of \$14,182.00. This is a Capital Project Fund expenditure.
- x) Motion to approve Change Order 001 with Gordon H. Baver, Inc. in the amount of \$2,100.15 to paint the hallway walls from the gym to the doors of the stairwell at the 4th & 5th Grade Center.
- xi) Motion to approve Change Order 002 with Gordon H. Baver, Inc. in the amount of \$29,776.21 for the installation of a Luan plywood subfloor over the Auditorium floor at the 4th & 5th Grade Center.
- xii) Motion to approve Change Order 003 with Gordon H. Baver, Inc. in the amount of \$8,549.41 for the installation of a new supporting beam in the vestibule at the 4th & 5th Grade Center.
- xiii) Motion to approve Change Order 004 with Gordon H. Baver, Inc. in the amount of \$14,482.42 for repairs on the sidewalk in front of the 4th & 5th Grade Center.

- xiv) Motion to approve Change Order 005 with Gordon H. Bayer, Inc. in the amount of \$4,922.70 to perform the removing and disposing of the barrier panels in the Auditorium at the 4th & 5th Grade Center.
- xv) Motion to approve Change Order 001 with Rogers Mechanical, Inc. in the amount of \$2,235.87 for changes to ductwork and diffusers in rooms 104/105/106 at the 4th & 5th Grade Center.
- xvi) Motion to approve Change Order 002 with Rogers Mechanical, Inc. in the amount of \$1,471.72 for the removal/reinstallation of radiator covers and the addition of three condensate pumps. This is for the 4th & 5th Grade Center.
- xvii) Motion to approve Change Order 003 with Rogers Mechanical, Inc. in the amount of \$1,229.89 for the installation of two grills and filters and to clean and service the existing roof top unit at the 4th & 5th Grade Center.
- xviii) Motion to approve Change Order 001 with R.J. Electric, Inc. in the amount of \$659.34 for the change of light fixtures at the 4th & 5th Grade Center.
- xix) Motion to approve Change Order GC-007 with Boro Developers, Inc. in the amount of \$69,496.91 for overtime work from October 2018 to May 2019 at the new Middle School.
- xx) Motion to approve Change Order GC-008 with Boro Developers, Inc. in the amount of \$14,548.85 to provide a range and hood and modified cabinets and countertop in Special Education room B217 at the new Middle School.
- xxi) Motion to approve Change Order GC-009 with Boro Developers, Inc. in the amount of \$7,050.75 for overtime work through June 4th at the new Middle School.
- xxii) Motion to approve Change Order GC-010 with Boro Developers, Inc. in the amount of \$16,412.55 for replacement of curbs and sidewalks at Montgomery Avenue and Eleventh Street.
- xxiii) Motion to approve Change Order GC-011 with Boro Developers, Inc. in the amount of \$14,798.70 for the installation of sod on the new athletic field at the new Middle School.
- xxiv) Motion to approve Change Order EC-008 with Albarell Electric, Inc. in the amount of \$11,880.92 for overtime work for March and April at the new Middle School.
- xxv) Motion to approve Change Order EC-009 with Albarell Electric, Inc. in the amount of \$4,027.00 to add a range and hood in Special Education room B217 at the new Middle School.

- xxvi) Motion to approve Change Order 006 with Gordon H. Bayer, Inc. in the amount of \$2,241.84 to paint the Art Room walls and door frames at the 4th & 5th Grade Center.
- xxvii) Motion to approve Change Order 007 with Gordon H. Bayer, Inc. in the amount of \$8,693.35 to paint the Tech Ed Room walls at the 4th & 5th Grade Center.
- xxviii) Motion to approve Change Order 008 with Gordon H. Bayer, Inc. in the amount of \$8,902.98 for the installation of drywall in the Auditorium at the 4th & 5th Grade Center.
- xxix) Motion to approve Change Order 009 with Gordon H. Bayer, Inc. in the amount of \$4,243.74 to paint the Music, Chorus, Band and Practice Rooms walls and door frames at the 4th & 5th Grade Center.
- xxx) Motion to approve Change Order 010 with Gordon H. Bayer, Inc. in the amount of \$8,846.60 for the installation of a security gate and painting of corridor walls and frames at the 4th & 5th Grade Center.
- xxxi) Motion to approve Change Order 011 with Gordon H. Bayer, Inc. in the amount of \$10,591.10 for infilling the locker openings on the ground floor at the 4th & 5th Grade Center.
- xxxii) Motion to approve Change Order 012 with Gordon H. Bayer, Inc. in the amount of \$1,035.57 for removal of ceilings for space for new duct work in Room 116 and removal of two doors and frames between classrooms on the first floor at the 4th & 5th Grade Center.
- xxxiii) Motion to approve Change Order 002 with Spear Excavating, LLC not to exceed the amount of \$7,153.80 for overtime costs.
- xxxiv) Motion to approve Change Order 003 with Spear Excavating, LLC in the amount of \$0.00 for a contract extension of 15 days.
- xxxv) Motion to approve Change Order GC-013 with Gordon H. Bayer, Inc. in the amount of \$4,835.73 for the removal of lockers by the cafeteria at the 4th & 5th Grade Center.
- xxxvi) Motion to approve Change Order GC-014 with Gordon H. Bayer, Inc. in the amount of \$5,481.57 for the removal of lockers by the auditorium at the 4th & 5th Grade Center.

All of the 4th & 5th Grade Center and Off-site walkway Change Order expenditures will be paid from the Capital Reserve Funds. The new Middle School Change Orders will be paid from the Capital Projects Funds.

C. FINANCIAL REPORTS (Attachment E)

- i) General Accounts
 - (1) Cash Balance Report
 - (2) Revenue Summary
 - (3) Expenditure Summary
- ii) Investment Accounts & Certificates of Deposit
 - (1) Capital
 - (2) General
- iii) Payroll
- iv) Cafeteria
- v) Activity Summary Report
- vi) Bills
 - (1) General Expenses
 - (2) Capital Expenses

XII. NEW FOLLOW UP ITEMS

XIII. PUBLIC COMMENTS

XIV. BOARD COMMENTS

XV. ADJOURNMENT

FUTURE BOARD MEETINGS			
	DATE	TIME	LOCATION
Facilities Committee Meeting	08/15/19	7:00 pm	Education Center
Policy Committee Meeting	08/19/19	6:30 pm	Education Center
School Board Workshop	08/22/19	7:00 pm	Education Center
Curriculum and Instruction Committee Meeting	08/26/19	6:30 pm	Education Center
School Board Meeting	09/12/19	7:00 pm	Education Center

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