

UPPER PERKIOMEN SCHOOL DISTRICT
2229 East Buck Road
Pennsburg PA 18073

February 8, 2018

CALL TO ORDER

The regular meeting of the Board of School Directors of the Upper Perkiomen School District was called to order by President Dr. Kerry A. Drake, at 7:05 p.m. at the Upper Perkiomen Education Center.

The following Board members attended: Joan T. Smith, James C. Glackin, Judith Maginnis, Raeann B. Hofkin, Dr. Kerry A. Drake, Stephen L. Cunningham, and Melanie R. Cunningham. Absent members were: Mike W. Elliott and Dr. John L. Farris. Administration in attendance were: Alexis McGloin, EdD., Andrea Farina, EdD., Ashley Kitten, and Sandra M. Kassel. Others in attendance were: Kenneth A. Roos, Dyan Hipszer, Cathy Davidson, Bob Piccone, and Kaye Yurik.

BOARD PRESIDENT'S REPORT

Dr. Drake announced that Melanie Cunningham would be an added member to the Special Education Committee as his replacement and Dr. Farris would be added to the Policy Committee to substitute for Joan Smith.

Dr. Drake said he was happy with the attendance at facilities meeting and the progress that was made with the Committees.

SUPERINTENDENT'S REPORT

Dr. McGloin announced a Change Order Resolution was on the agenda and a discussion would occur when that item came up for vote.

Dr. McGloin reported that an evacuation drill was held at Hereford Elementary, where the students traveled to an off-site area. The drill helped inform how to handle an evacuation to an off-site area. Dr. McGloin thanked all staff and the students for their hard work and organization. She said the drill was well done and well worth the time.

Dr. McGloin announced that kindergarten registration would be held at the Education Center this year and testing for students to determine full-day kindergarten would be done after the school year started.

Dr. McGloin said a competitive bond sale was held and the sale secured a good interest rate which saved the district money.

Lastly, Dr. McGloin told the Board that Budget meetings would need to be scheduled and potential dates were shared.

SOLICITOR'S REPORT/SUNSHINE ACT ANNOUNCEMENTS

Mr. Roos announced that an Executive Session was held on January 19, 2018 for personnel and labor relations matters. An informational session was held before the meeting with no deliberations.

APPROVAL OF AGENDA

Motion by Stephen L. Cunningham, seconded by Melanie R. Cunningham, to approve **the agenda as presented**. Motion carried; all voted aye.

COMMITTEE REPORTS

- A. Special Education Committee – Judy Maginnis
Mrs. Maginnis said a committee meeting would be held on Tuesday, February 13th at 7:00 pm.
- B. Curriculum/Technology Committee – James Glackin
Mr. Glackin said a committee meeting was cancelled the previous evening due to weather and that a meeting would be held February 26th at 6:00 pm.

- C. Facilities Committee – Melanie Cunningham
Mrs. Cunningham reported that a meeting was held on Tuesday, Feb.6 and the attendees participated in a walk-through tour of the high school. She indicated that the next meeting was scheduled for February 20th at the Education Center, and would consist of a follow-up to the walk-through tour. She also indicated a meeting would be held at the Middle School on March 6th to have a walk-through tour. Mrs. Cunningham finished with a construction update on the new middle school.
- D. Policy Committee – Raeann Hofkin
Mrs. Hofkin said that at the committee meeting on February 26th at 7:00 pm an update on Policy 005 to change the Curriculum/Technology committee to the Curriculum/Instruction committee would be discussed.
- E. Board Communication Line – Mike Elliott
There was no report.
- F. Western Montgomery Career & Technology Center – James Glackin
Mr. Glackin reported that the JOC met on Monday. He announced that the new spray-on bed liner equipment has arrived and was offered as a service to the public. Mr. Glackin also announced that Leah Frank, a senior at Upper Perkiomen placed third in the Skills USA competition for her automotive skills.
Dr. McGloin added that the Western Center would be holding a Daddy and daughter hair factory/ice cream social.
- G. Montgomery County Intermediate Unit – Dr. Kerry Drake
Dr. Drake announced that at the last meeting a discussion was held about remodeling the former MCIU buildings and that several organizations were interested in having that occur. Dr. Drake asked that a future discussion be had about the current middle school being used for programs after the renovations. He also indicated that the MCIU reported that they had trouble staffing substitutes.
- I. Upper Perkiomen Education Foundation – Mike Elliott
In Mr. Elliott's absence Dr. McGloin said that interviews for Executive Director were held.
- J. Regional Planning Commission Representative – Melanie Cunningham
Mrs. Cunningham said that while she was at the meeting in January, there was no information on anything that pertained to the district.

PUBLIC COMMENT ON AGENDA ITEMS

Cathy Davidson, Pennsburg asked what the timeline was on the new middle school and if there would be a new presentation. She also asked about the change order process and if the need of a meeting arises would it be advertised and where.

MINUTES

A. Motion by Stephen L. Cunningham, seconded by James C. Glackin, to approve the **Regular School Board Meeting Minutes of January 11, 2018**. (Attachment A). Motion carried; all voted aye.

NEW BUSINESS - PERSONNEL REPORT

Motion by Melanie R. Cunningham, seconded by Raeann B. Hofkin, to approve the **Personnel Report as presented:**

- A. **RETIREMENTS**
 - 1. **PROFESSIONAL STAFF**
 - a. **Kevin McNally**, Science Teacher at the Middle School, effective September 5, 2018.

2. **SUPPORT STAFF**

- a. **Bernard M. Jurgelewicz**, District Courier, effective May 31, 2018.

B. **RESIGNATIONS**

1. **ADMINISTRATIVE STAFF**

- a. **Karen L. Henry**, Director of Transportation/Registration, effective March 2, 2018.

2. **SUPPORT STAFF**

- a. **Gina I. Plonski**, Staff Nurse at Marlborough Elementary School, effective January 12, 2018.
 b. **Jaime L. Rutkowski**, Paraprofessional at the High School, effective January 19, 2018.

C. **APPOINTMENTS**

1. **SUPPORT STAFF**

- a. **Carole A. Benfield**, Head Custodian at Marlborough Elementary School, effective January 29, 2018, to be hired subject to required employment history review, at \$14.00/hour, per the Maintenance and Custodial Staff Agreement. Carole will be replacing Steven Wisnieski who resigned.

2. **HOMEBOUND INSTRUCTOR/INSTRUCTION IN THE HOME**, effective for the 2017-2018 school year:

- a. **Jamye Keiser**

3. **SUPPLEMENTAL SALARY POSITIONS for the 2017-2018 school year:**

I.	Area	Status	Position	Name	Salary	
	Performance	Adjustment	Drama/Musical – MS Asst	Martin O'Connor (50%)	\$599.50	A
	Performance	Appointment	Drama/Musical – MS Asst	Kevin J. Stephenson (50%)*	\$479.50	B
	Baseball	Appointment	Varsity HS Coach	Frank Mercon	\$5,842	A
	Baseball	Appointment	Assistant HS Coach	Perry Breyer (50%)	\$2,043	A
	Baseball	Appointment	Assistant HS Coach	Richard Rossiter III (50%)	\$2,043	A
	Baseball	Appointment	Assistant HS Coach	Michael Svanson (50%)	\$2,043	A
	Baseball	Appointment	Assistant HS Coach	Todd Swenk (50%)	\$2,043	A
	Baseball	Appointment	MS Coach	Eric Schantz	\$2,920	A
	Baseball	Appointment	MS Asst Coach	Jason Sell	\$2,338	A
	Lacrosse	Appointment	Varsity Coach	Susan Flack	\$5,842	A
	Lacrosse	Appointment	MS Coach	Deborah Macioge	\$2,920	A
	Softball	Appointment	Varsity HS Coach	Dean Sullivan	\$5,842	A
	Softball	Appointment	Assistant HS Coach	Jessica Irvin*	\$3,269	B
	Softball	Appointment	Assistant HS Coach	Christina Bastardi*	\$3,269	B
	Softball	Appointment	MS Coach	Robert Stephany	\$2,920	A
	Softball	Appointment	MS Asst Coach	Wayne Suhl	\$2,338	A
	Boys' Tennis	Appointment	Coach	John Williamson	\$4,325	A
	Boys' Tennis	Appointment	Assistant Coach	Daniel Hawthorne	\$2,487	A
	Track	Appointment	Girls' Varsity HS Coach	Clayton Mowrer	\$4,975	A
	Track	Appointment	Boys' Varsity HS Coach	David Dusza	\$4,975	A

Track	Appointment	Assistant HS Coach	Kristoffer Williams	\$3,480	A
Track	Appointment	Assistant HS Coach	Meredith Reinhart	\$3,480	A
Track	Appointment	MS Coach	Catherine Bronsdon	\$2,987	A

*subject to required employment history review

D. LEAVES OF ABSENCE

1. **Carissa Goodwin**, approve an extension to her **Family Medical Leave** of absence from January 29, 2018, through March 14, 2018.
2. **Michele Martin**, approve a **Family Medical Leave** of absence from January 26, 2018, through approximately March 12, 2018.

Motion carried; all voted aye.

ACTION ITEMS

1. Motion by Stephen L. Cunningham, seconded by Raeann B. Hofkin, to approve **the 2018 Board Workshop Meeting Dates** (Attachment B). Motion carried; all voted aye.

Motion by Raeann B. Hofkin, seconded by Judy Maginnis, to approve **Action Items 2 and 3:**

2. Motion to accept **the resignation of Raeann B. Hofkin from the Western Montgomery Career and Technology Joint Operating Committee.**
3. Motion to approve Stephen L. Cunningham **to serve as an Upper Perkiomen School District representative for the Western Montgomery Career & Technical Center** for a term to expire December, 2018.

Motion carried; all voted aye.

Motion by Raeann B. Hofkin, seconded by Melanie R. Cunningham, to approve **Action Items 4 through 8:**

4. Motion to approve **the attached account services contract with EDU Healthcare to supply substitute staffing as needed** (Attachment C).
5. Motion to approve **the attached addendum with S4Teachers LLC to increase the per diem substitute pay rate** (Attachment D).
6. Motion to approve **qualifying students of the Future Business Leaders of America (FBLA) to attend the FBLA State Leadership Conference** April 8-11, 2018, in Hershey, PA.
7. Motion to approve **the Educational Settlement Agreement** between Upper Perkiomen School District and Student #273375.
8. Motion to authorize **advertisement to seek bids for the Marlborough Elementary chiller replacement.** (Attachment E).

Motion carried; all voted aye.

9. Motion by Raeann B. Hofkin, seconded by Melanie R. Cunningham, to approve **the Change Order Process Resolution for the Upper Perkiomen Middle School Project**. (Attachment #1). Motion carried; all voted aye.

10. Motion by Stephen L. Cunningham, seconded by Joan T. Smith, to approve **the following budget transfers:**

a. Amount	Function code (from)	Function code (to)
\$7,600	5900 Budgetary Reserve	1110 Regular Programs
Purpose: Furniture for Middle School 6 th grade classroom.		
b. Amount	Function code (from)	Function code (to)
\$175,000	1241 Learning Support	2420 Medical Services
Purpose: Transfer funds to the correct code for occupational and physical therapy.		

Motion carried; all voted aye.

BUSINESS REPORTS

Motion by Judy Maginnis, seconded by Stephen L. Cunningham, to approve the **payment of bills, in the amount of \$1,091,507.56 from the General Fund and in the amount of \$539,496.58 from the Capital Funds**. VOTE: Smith – yes, Glackin – yes, Maginnis – yes, Hofkin – no, Drake – yes, Elliott – absent, S. Cunningham – yes, Farris – absent, M. Cunningham – yes. Motion carried.

NEW FOLLOW UP ITEMS

The board had questions about the Boro Construction invoice and requested a breakdown of the D'Huy Engineering invoice.

PUBLIC COMMENTS

Bob Piccone, Upper Hanover asked the board to keep in mind any areas where money could be saved in the building of the new middle school and to keep the taxpayers in mind when completing projects.

Kaye Yurik, Marlborough Township, had some questions about the furniture costs and the contents of the media center in the new middle school. She asked if the community could work on fundraisers for items in the library. Mrs. Yurik also asked if copies of the mission statements that are being created by the committees would be available.

BOARD COMMENTS

Judy Maginnis announced that the high school cheerleaders finished fourth in their division in their recent competition in Dallas, Texas.

Kerry Drake was happy to see new library chairs at the high school. Dr. Drake said he was also pleased with the turnout of the public at the Facility meeting and encouraged the public to continue to come out for all of the other committee meetings.

ADJOURNMENT

Motion by Stephen L. Cunningham, seconded by Joan T. Smith, that **the meeting be adjourned at 8:04 p.m.** Motion carried; all voted aye.

Sandra M. Kassel, Board Secretary

