

UPPER PERKIOMEN SCHOOL DISTRICT
2229 East Buck Road
Pennsburg PA 18073

April 12, 2018

CALL TO ORDER

The regular meeting of the Board of School Directors of the Upper Perkiomen School District was called to order by Vice President Mike W. Elliott, 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, Mike W. Elliott, Stephen L. Cunningham, Dr. John L. Farris, and Melanie R. Cunningham. Absent member was: Dr. Kerry A. Drake (excused). 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, John Sheeran, Erin Grouke, Labrea Huff, Carol Elias, Christine Schmoyer, Chris Tompkins, Kate Miani, and Julie Kelly.

SUPERINTENDENT'S REPORT

Dr. McGloin highlighted some of the great things happening in the district.

Dr. McGloin talked about the Helping Hands project and student Gabriel Moyer who designed the project. Gabriel heard of an organization called Enable the Future who provide prosthetics to those who need them for free. The X-lab at the high school created a prosthetic hand to provide to the organization. Dr. McGloin expressed how proud and impressed she was with this endeavor.

Dr. McGloin announced that Thomas Uber, a seventh grade student at the middle school, won the Geography Bee for the second year in a row. Zach Mayza was the runner-up. Thomas was the first student in the district to ever win two years in a row. He competed at the state level and was a semi-finalist at the competition.

Dr. McGloin reported that the High School music department competed at the Windy City Music Festival in Chicago. The band received a gold medal, the orchestra received a bronze medal and the women's choir, Uptones and A-choir all received silver medals.

Dr. McGloin asked Dr. Farina to clarify the district's position on Enhanced ELA. Dr. Farina read a statement on board policy and courses that are sanctioned by the Superintendent and school board and said that the Enhanced ELA course would not be a course offered at the middle school in the 2018-2019 school year.

PRESENTATIONS/DISCUSSION

- A. Requests for Proposals (RFP) – Sandra Kassel and John Sheeran
1. Legal Services
 2. Photography Services
 3. Waste Management Services

Sandy Kassel and John Sheeran talked about moving forward with RFPs for the services listed.

- B. Board Policy Revisions/Additions/Deletions – First Readings (Attachment A)
1. Policy No. 131 – Teaching About Religion (Retire)
 2. Policy No. 123 - Interscholastic Athletics – (Retire & Replace)
 3. Policy No. 810.2 – Transportation – Audio/Video Recording - Revised

Mrs. Hofkin announced that the next two policy meetings are scheduled for April 23rd at 7:30 and June 5th due to the Memorial Day Holiday.

She then reported on the policies that were listed and explained their status. She said Policy 123 would be replaced by the PSBA version and there was a minor change in Policy 810.2. Mrs. Hofkin said that at the March 26th meeting the committee reviewed and also discussed

several other policies and spoke about a discussion that occurred on a walk-out policy and the need to develop clear protocols for educators to support student demands. Mrs. Hofkin asked the board if there was enough interest in supporting a policy covering that issue. Mr. Roos spoke about the policy and suggested combining it with the student expression policy. The board advised to work on that change.

SOLICITOR'S REPORT/SUNSHINE ACT ANNOUNCEMENTS

Mr. Roos announced that no Executive Sessions were held.

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 reported that the committee met on April 10th and finalized the mission and vision statement. George Reigle spoke to the group about acronyms, disabilities and qualifications. Mrs. Maginnis said that a discussion occurred on several topics, mainly MTSS and Enhanced ELA. She announced that the next meeting was scheduled for May 9th at 6:30 pm.
- B. Curriculum/Technology Committee – James Glackin
Mr. Glackin reported that the committee discussed the changes in the school calendar and the textbook adoption. He announced that the next meeting was scheduled for April 23rd at 6:00 pm.
- C. Facilities Committee – Melanie Cunningham
Mrs. Cunningham reported that a meeting was held on April 9th. The committee tabled the construction testing and approved recommending the change orders to bring to the full board. All of the change orders included an increase in completion time in order to have the building finished before the 2019 school year start. Mrs. Cunningham stated the district would ask Upper Hanover to allow work to be performed on Saturdays if needed. There was a discussion about the conversion of the middle school into a grade 4-5 building. Mrs. Cunningham asked about the softball field and recent water damage at the high school and Mr. Sheeran responded. She stated the next meeting was scheduled for May 3rd at 6:00 pm. Mrs. Cunningham reported that the solar panels were on the agenda to be removed due to the ACE grant not being awarded.
- D. Policy Committee – Raeann Hofkin
Mrs. Hofkin's report was given during her Board Policy presentation.
- E. Board Communication Line – Mike Elliott
Mr. Elliott reported that the committee would hold a meeting on April 24th at 6:00 pm. He said the committee would talk about how the district communicates and communication between individuals.
- F. Western Montgomery Career & Technology Center – James Glackin
Mr. Glackin reported that the JOC met on Monday. He gave an update on the prospective enrollments for the next school year and the programs at the Western Center. Mr. Glackin announced that a Car Show would be held on May 5th, the admission fee was a donation that directly helped fund programs at the school. Mr. Glackin reported that the Graphic Arts students designed a Lifewater label for an assignment and, the company saw the photos on social media. Mr. Glackin shared that there is a possibility that Lifewater might use the student's work for a new label.

- G. Montgomery County Intermediate Unit – Dr. Kerry Drake
Mr. Elliott reported for Dr. Drake in his absence. Dr. Drake attended the March 28th meeting, and reported that at the last meeting a discussion was held about remodeling the former MCIU building. The cost would be mainly covered by capital balances and the impact to the districts would be minimal.
- H. Legislative Liaison Report – Judy Maginnis
Mrs. Maginnis spoke about the Legislative Committee and Senate Bill 1095, graduation requirements and Senate Bill 1078, amending the Sunshine Act to allow school safety plans to be discussed in executive session. She spoke about Senate Bill 2 and House Bill 1213.
- I. Upper Perkiomen Education Foundation – Mike Elliott
Mr. Elliott said interviews for the position of the part-time Executive Director would be held the week after the board meeting.
- J. Regional Planning Commission Representative – Melanie Cunningham
Mrs. Cunningham talked about a stewardship handbook that was being developed, the new micro-brewery that was coming to Green Lane and several other commercial property uses. Mrs. Cunningham said that the wayfinding signs were almost finished and stated that they were insured.

Mr. Elliott announced that the Superintendent would be creating a sub-advisory committee with the board, community and students to discuss if there is a need for additional sports and Title IX.

PUBLIC COMMENTS ON AGENDA ITEMS

Erin Grouke, Upper Hanover Township, had questions about the MTSS process and classroom evacuations. Mrs. Grouke also spoke about Enhanced ELA.

Labrea Huff, Upper Hanover Township, spoke about MTSS and asked about staff training.

MINUTES

A. Motion by Stephen L. Cunningham, seconded by Joan T. Smith, to approve the **Regular School Board Meeting Minutes of March 8, 2018**. (Attachment A). VOTE: Smith – yes, Glackin – yes, Maginnis – yes, **Hofkin – no**, Drake – absent, Elliott – yes, S. Cunningham – yes, Farris – yes, M. Cunningham – yes. Motion carried.

Dr. McGloin announced that a change order motion to remove the solar panels was added to the agenda.

OLD BUSINESS

Sandy Kassel reported:

1. D'Huy Engineering March Invoice
The additional costs on the invoice were for the amount of hours needed for the suspension/temporary termination. The fees were still ongoing.
2. Capital Account
Last month there was a question about the amount of funds in the reserve. In October, 2017 the board approved a transfer of funds to the capital account for the offsite walkways and turf fields.
3. Drawdown Schedule
The reason for the drawdown schedule on the finance end was to help invest funds for the bond issue.

**NEW BUSINESS -
 PERSONNEL REPORT**

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

I. RETIREMENTS

1. PROFESSIONAL STAFF

- a. **Angela M. Grammel**, School Nurse at the Middle School, effective at the end of the 2017-2018 school year.
- b. **Ronald M. Hysick**, Science Teacher at the Middle School, effective at the end of the 2017-18 school year.

2. SUPPORT STAFF

- a. **Bernard M. Jurgelewicz**, **Adjustment** to retirement date from May 31, 2018, to April 27, 2018.
- b. **James W. Myers, Jr.**, Full-Time Custodian at Marlborough Elementary School, effective June 1, 2018.
- c. **Randy S. Reinhart, Sr.**, Full-Time Custodian at Hereford Elementary School, effective June 30, 2018.

II. RESIGNATIONS

1. SUPPORT STAFF

- a. **Linda S. Henry**, Paraprofessional at the Middle School, effective March 28, 2018.

III. APPOINTMENTS

1. PROFESSIONAL STAFF

- a. **Nicole A. Foreman**, adjustment to her Extended Per Diem Substitute Teacher assignment, effective April 3, 2018, through approximately May 1, 2018. Nicole will be substituting for Tammy Day who is on a leave.
- b. **Luke C. Pinto**, transferring from Part-Time Physical Education Teacher at the High School to Full Time Physical Education Teacher at Marlborough effective April 27, 2018 or sooner. Luke will be replacing John Brittain who will be transferring to the Middle School to replace William Dreisbach who resigned.

2. SUPPORT STAFF

- a. **Melanie S. Carra**, adjustment to her pay rate for Paraprofessional at the High School, at \$11.75/hour, per the Part-Time Support Staff Agreement.

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

Area	Status	Position	Name	Salary	
Lacrosse	Adjustment	MS Coach to MS Assistant Coach	Rachel C. Austin	\$2,336	B
Music	Resignation	Band Assistant	Adam N. Street		

V. ATHLETIC DEPARTMENT WORKERS. Positions include announcers, scorers, ticket sellers, timers and starters:

- 1. Katherine G. Auckland
- 2. Nicole C. Hazelwood
- 3. Tracy L. James

VI. LEAVES OF ABSENCE

- 1. **Lisa M. Greco**, approve a **Family Medical Leave** of absence from March 26, 2018, through the end of the 2017-2018 school year.

Motion carried; all voted aye.

ACTION ITEMS

1. Motion by Stephen L. Cunningham, seconded by Joan T. Smith, to approve **for submission to the Pennsylvania Department of Education PlanCon Part H: Project Financing documents for the Series of 2018 for the Upper Perkiomen School District, Upper Perkiomen Middle School Project #3881.** (Attachment C). VOTE: Smith – yes, Glackin – yes, Maginnis – yes, Hofkin – no, Drake – absent, Elliott – yes, S. Cunningham – yes, Farris – yes, M. Cunningham – yes. Motion carried.

2. Motion by Stephen L. Cunningham, seconded by John L. Farris, to approve **the attached three year agreement with Gorman and Associates, P.C.** to perform the audit requirements for years ending June 30, 2018, 2019 and 2020. This audit would include every fund of the district along with a review of internal controls, GASB requirements, and the compliance audit required by the Single Audit Act. (Attachment D). Motion carried; all voted aye.

3. Motion by Melanie R. Cunningham, seconded by Raeann B. Hofkin, to approve the **nomination of Judy Maginnis to serve on the MCIU Board of Directors for a term of July 1, 2018 June 30, 2021.** Motion carried; all voted aye.

Motion by Raeann B. Hofkin, seconded by Melanie R. Cunningham, to approve **Action Items 4, 5, 6, 7 and 8:**

4. Motion to approve **November 20 and November 21, 2017 as full Act 80 days.**

5. Motion to approve **the revised 2017-2018 School Calendar.** (Attachment E)

6. Motion to approve **the increased daily substitute pay rate of \$107 per day to align with Source4Teachers contracted rates** previously approved effective March 5, 2018.

7. Motion to approve **the art and nursing supplies bid awards for 2018-2019 School Year.** (Attachment F)

8. Motion to approve **the 2018-2021 Upper Perkiomen School District Special Education Plan.** (Attachment G)

Motion carried; all voted aye.

Motion by Stephen L. Cunningham, seconded by Judy Maginnis to approve **Action Items 9 and 10:**

9. Motion to approve **an Agreement between Upper Perkiomen School District and Student #264792 for compensatory education** in the amount of \$13,500 and attorney fees in the amount of \$18,500 for a total of \$32,000. (*Attachment – Board Only*) VOTE:

10. Motion to approve **the following Board Policy & Administrative Regulation revisions and retirements:** (Attachment H)

a. Policy No. 000 – Board Policies/Procedures/Administrative Regulations (Currently 009 - Retire)

b. Policy No. 005 – Organization

c. Policy No. 007 – Policy Manual Access

d. Policy No. 702 & AR – Gifts, Grants, Donations

e. Policy No. 808 – Food Service

f. Policy No. 808.1 - Free/Reduced-Price Meals and Free Milk (Retire)

Motion carried; all voted aye.

11. Motion by Stephen L. Cunningham, seconded by Joan T. Smith, to approve **to adopt the 2017-2018 textbooks as presented.** (Attachment I) Motion carried; all voted aye.

Motion by John L. Farris, seconded by Stephen L. Cunningham, to approve **Action Items 12 and 13:**

12. Motion to approve **the proposal from Kistler O'Brien for district fire detection system inspections** in the amount of \$6,948.50 per year for the period July 1, 2018, to June 30, 2021. (Attachment J)

13. Motion to approve **the proposal from Kistler O'Brien for district fire sprinkler inspections** in the amount of \$1,250.00 per year for the period July 1, 2018 to June 30, 2021. (Attachment K)

Motion carried; all voted aye.

Motion by Melanie R. Cunningham, seconded by Mike W. Elliott, to approve **Action Items 14, 15, 16 and 17:**

14. Motion to approve **Change Order GC-001 for the General Contractor, Boro Developers, Inc. in the amount of \$178,374.53.** The change order also includes an increase of contract time by twenty-two (22) days. (Attachment L).

15. Motion to approve **Change Order EC-001 for the Electrical Contractor, Albarell Electric, Inc. in the amount of \$24,887.00.** The change order also includes an increase of contract time by twenty-two (22) days. (Attachment M).

16. Motion to approve **Change Order HVAC-001 for the HVAC Contractor, Boro Developers, Inc. for the increase of contract time by twenty-two (22) days.** (Attachment N).

17. Motion to approve **Change Order PC-001 for the Plumbing Contractor, Frey Lutz Corp., for the increase of contract time by twenty-two (22) days.** (Attachment O).

VOTE: Smith – yes, Glackin – yes, Maginnis – yes, **Hofkin – no**, Drake – absent, Elliott – yes, S. Cunningham – yes, Farris – yes, M. Cunningham – yes. Motion carried.

18. Motion by Stephen L. Cunningham, seconded by John L. Farris, to approve **Change Order EC-002 for the Electrical Contractor, Albarell Electric, Inc as a decrease of \$193,396.00.** (Attachment P). Motion carried; all voted aye.

BUSINESS REPORTS

Motion by Stephen L. Cunningham, seconded by Mike W. Elliott, to approve the **payment of bills, in the amount of \$ 933,292.68 from the General Fund.** Motion carried; all voted aye.

Motion by Judy Maginnis, seconded by John L. Farris, to approve the payment of bills **in the amount of \$745,864.60 for GO Bond 2017, and in the amount of \$13,703.89 for Capital Reserve Account.** Motion carried; all voted aye.

NEW FOLLOW UP ITEMS

Dr. Farris asked if Dr. McGloin could meet with the parent who spoke earlier and discuss the discrepancies of the numbers of the classroom disruptions she mentioned.

Stephen Cunningham asked for Sandy Kassel to look at the budget and see if there is a potential impact of savings.

Melanie Cunningham asked for a year to date previous year comparison for the budget.

Stephen Cunningham asked to see if we were on target for the budget this year.

PUBLIC COMMENTS

Carol Elias, Red Hill and Teacher at Marlborough Elementary, commented about the classroom evacuations and the concern for the safety of the students and staff.

Christine Schmoyer, Pennsburg, spoke about the special education department and the number of students it serves, Enhanced ELA and her concern for academic needs to be met.

Chris Tompkins, Upper Hanover Township, spoke about a bus issue on an early dismissal day.

Kate Miani, Green Lane, asked about Enhanced ELA and what could happen in the future.

Julie Kelly, Upper Hanover Township, spoke about Enhanced ELA.

BOARD COMMENTS

Raeann Hofkin announced that it is now official to say the Curriculum & Instruction Committee and that Dr. Drake asked for it to be updated on the website as soon as possible.

Mike Elliott thanked the public for attending and for their participation.

ADJOURNMENT

Motion by Stephen L. Cunningham, seconded by John L. Farris, that **the meeting be adjourned at 9:15 p.m.** Motion carried; all voted aye.

Sandra M. Kassel, Board Secretary