

UPPER PERKIOMEN SCHOOL DISTRICT
2229 East Buck Road
Pennsburg PA 18073

October 12, 2017

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. John L. Farris, at 7:00 p.m. in the Upper Perkiomen School District Education Center.

The following Board members attended: Mike W. Elliott, Raeann B. Hofkin, Wilfred E. Pike, Joan T. Smith, Dr. John L. Farris, John L. Gehman, Jonathan A. Warren, Kimberly A. Baccari, and Dr. Kerry A. Drake. Administration in attendance were: Alexis McGloin, EdD., Andrea Farina, EdD., Ashley Kitten, and Sandra M. Kassel. Others in attendance were: Ken Roos, Jamie Doyle, Dyan Hipszer, Cathy Davidson, Steve Grouke, Melanie Cunningham and Steve Stracka.

SUPERINTENDENT'S REPORT

Dr. McGloin announced that Hereford Elementary was awarded a grant from the Pennsylvania Department of Education, Office of Child Development and Early Learning. She thanked Lesley Motruk for coordinating the program last year with the local pre-schools in the area and also for her role in Hereford receiving the grant this year. Dr. McGloin stated the grant allowed for a relationship between the elementary schools and pre-schools to achieve high quality strategies from pre-K through 3rd grade. Dr. McGloin thanked both schools teams for the work put into receiving the grant and for the work they have done in creating a cohesive pre-K to elementary program.

Due to criticism in the community, Dr. McGloin addresses the value of the APEX program. She explained the value of the credit recovery and stated the program was one of many prongs used to increase the high school graduation rate.

Dr. McGloin recognized two Board Directors for their time and service, she explained that school board directors volunteer about 20 hours a month to help run the district overseeing many aspects of the operations. Dr. McGloin presented awards to John Gehman for his twenty years of service and Joan Smith for her eight years of service. She thanked them both for their time and effort on their jobs as school board members.

Dr. McGloin also awarded Sandy Kassel with a certificate from the Pennsylvania Association of School Business Officials for renewing her status as a Pennsylvania Registered School Business Business Administrator. Dr. McGloin explained what the criteria was to obtain this level of certification. Dr. McGloin congratulated Sandy and thanked her for years of service, vast knowledge and ability.

Dr. McGloin announced that at the next Workshop meeting she might ask the Board to consider voting on the appointments of two Administrative positions that were currently open.

SOLICITOR'S REPORT

Mr. Roos announced that an Executive Session was held on September 28, 2017 and prior to the evening's meeting to discuss the terms and conditions of employment and evaluation performance for the district Superintendent. Another personnel matter was discussed as well at the Executive session held on October 12, 2017. He stated a session would be held after the evening's meeting for a confidential special education matter and other topics that would be announced at the next board meeting.

PRESENTATIONS/DISCUSSION

A. Jamie Doyle – Public Financial Management (PFM)

Jamie Doyle from Public Financial Management presented a Financial Analysis for the district. She explained the process to move forward with the issuance of the General Obligation Bond Series of 2018 via an internet auction to provide new money needs for the Middle School construction project.

- B. Policy Additions & Revisions – First Readings (Attachment A)
 - 1. No. 121.2 – Foreign Study-Travel Programs
 - 2. No. 246 – Student Wellness
 - 3. No. 405 – Employment of Professional Employees
 - 4. No. 505 – Employment of Substitute & Short-Term Employees
- C. Policy Retirement – (Attachment B)
 - 1. No. 327 – Management Team

Dr. McGloin and Dr. Farina explained the changes and revisions on each policy. They said the Foreign Study-Travel programs policy change would relieve the district of liability, Student Wellness, Policy 405 and 505 changes would be to bring them in line with current practices. Dr. McGloin reported that PSBA recommends retiring policy 327 as it is no longer needed.

Kimberly Baccari as a policy committee member, expressed her disagreement with the change in the Foreign Study Travel policy.

PUBLIC COMMENTS ON AGENDA ITEMS

Dr. John Farris read a statement regarding public comments.

Cathy Davidson, Pennsburg, had questions on the appointment of athletic department workers, attachment H, the Superintendent's incentive compensation regarding whether the goals are numbered by importance, if the monthly construction progress update will be shared at the Board meeting and also questions concerning Attachment D.

Dr. McGloin and Ken Roos responded.

COMMITTEE REPORTS

- A. Facilities Committee – Will Pike
Mr. Pike reported that Action Items A through D involved the facilities.
- B. Special Education Committee – Dr. Kerry Drake
Dr. Drake asked to have time at the next workshop to talk about the wrap-up of last year. He also asked for the September minutes to say that he wanted to request time to talk about special education graduation rates. Dr. Drake requested that some items be addressed at the next workshop which include the explanation of the difference between a 504 and an IEP. Dr. McGloin asked that he put the request in writing.
- C. Policy Committee – Joan Smith
Mrs. Smith said policies were discussed earlier in the meeting.
- D. Board Communication Line – Mike Elliott
Mr. Elliott reported that this topic is on the agenda, he also reiterated that he feels the hotline is an important tool.
- E. Western Montgomery Career & Technology Center – John Gehman
No report.
- F. Montgomery County Intermediate Unit – Dr. Kerry Drake
Dr. Drake said he could not attend the latest meeting.
- G. Legislative Liaison – Kimberly Baccari
Ms. Baccari spoke about the budget and fiscal code.
- H. Upper Perkiomen Regional Planning Commission – Kimberly Baccari
Ms. Baccari said she could not attend the latest meeting.

- I. Upper Perkiomen Education Foundation – Mike Elliott
Mr. Elliott said he was excited about the new position motion on agenda.

MINUTES

A. Motion by Wilfred E. Pike, seconded by Joan T. Smith, to approve the **Regular School Board Meeting Minutes of September 14, 2017 as amended.** (Attachment C). Motion carried; all voted aye.

PERSONNEL REPORT

Motion by Mike W. Elliott, seconded by Jonathan A. Warren, to approve the **Personnel Report as presented:**

A. RETIREMENTS

1. SUPPORT STAFF

- a. **Linda D. Dugan**, Full Time Custodian at the Middle School, effective November 30, 2017.

B. RESIGNATIONS

1. SUPPORT STAFF

- a. **Christine J. Schmoyer**, Title I Instructional Paraprofessional, effective October 10, 2017.

2. SUPPLEMENTAL STAFF

- a. **Shane K. Gebert**, Boys' Soccer Assistant HS Coach.

C. APPOINTMENTS

1. PROFESSIONAL STAFF

- a. **Covington Smith**, Special Education Teacher as a Temporary Professional Employee at the High School, effective October 23, 2017, to be hired subject to required employment history review, at Bachelor's, Step 1, \$45,247/year (prorated). Covington will be filling a new position.

2. SUPPORT STAFF

- a. **Kylie A. McGonigle**, Paraprofessional at the Middle School, effective October 2, 2017, to be hired subject to required employment history review, at \$11.75/hour, Step 1, per the Part-Time Support Staff Agreement. Kylie will be replacing Bernadette Nevin who resigned.
- b. **Mary E. Shermer**, Personal Care Assistant at the Middle School, effective September 26, 2017, to be hired subject to required employment history review, at \$11.75/hour, Step 1, plus a \$2,000 annual stipend (prorated), per the Part-Time Support Staff Agreement. Mary will be filling a new position.
- c. **Kelly G. Walls**, Cafeteria Assistant at Marlborough Elementary School, effective September 25, 2017, to be hired subject to required employment history review, at \$10.50/hour, Step 1, per the Part-Time Support Staff Agreement. Kelly will be replacing Wendy Coleman who resigned.

3. LONG TERM SUBSTITUTE PROFESSIONAL STAFF

- a. **Brianna N. Pogue**, Extended Per Diem Special Education Teacher at Marlborough, effective September 22, 2017, to be hired subject to required employment history review. Brianna will be substituting for Lynn Friend who is on a leave.
- b. **Kristen M. Glod-Wetzel**, Long Term Substitute Elementary Teacher, at Hereford Elementary, effective approximately November 03, 2017, until the end of the 2017-2018 school year, to be hired subject to required employment history review. Kristen will be substituting for Amy Gooding who will be on leave.

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

- a. Brenda Stephenson
5. **SATURDAY DETENTION/SUSPENSION PROCTORS** for the 2017-2018 school year (4 hours/day, as needed) at the hourly rate per the professional agreement:
 - a. Middle School:
 1. Kimberly Baer-Berrodin
6. **ATHLETIC DEPARTMENT WORKERS** Positions include announcers, scorers, ticket sellers, timers and starters:
 - a. Cindy Cairns
 - b. Lynn Krum
 - c. Mike Svanson
- D. **LEAVES OF ABSENCE**
 1. **Scott J. Elethorp**, approve an **Uncompensated Leave** of absence from September 11, 2017, through approximately January 31, 2018.
 2. **David A. Garton**, approve an **Uncompensated Leave** of absence from September 26, 2017, through approximately January 04, 2018.
 3. **Amy L. Gooding**, approve a **Family Medical Leave** of absence from approximately November 03, 2017, through the end of the 17-18 school year.
 4. **Carissa M. Goodwin**, approve a **Family Medical Leave** of absence from approximately December 20, 2017, through approximately January 31, 2018.
 5. **Nicole E. Hower**, approve a **Family Medical Leave** of absence from approximately January 31, 2018, through the end of the 17-18 school year.
 6. **Joseph P. Mallon**, approve a **Family Medical Leave** of absence from September 7, 2017, through December 4, 2017.
 7. **Daniel L. Moyer**, approve a **Family Medical Leave** of absence from September 8, 2017, through October 13, 2017.
 8. **Kimberly A. Parkins**, approve a **Family Medical Leave** of absence from approximately November 11, 2017, through approximately February 26, 2018.
 9. **John E. Soffa**, approve a **Family Medical Leave** of absence from September 20, 2017, through October 6, 2017.
 10. **Kristen P. Weinstein**, approve a **Family Medical Leave** of absence from approximately March 20, 2018, through the end of the 17-18 school year.
 11. **Meredith J. Wickard**, approve an **Extension** to her **Family Medical Leave** of absence from February 20, 2018, through the end of the 2017-2018 school year.
- E. **OTHER**
 1. Grant **TENURE STATUS** to the following Temporary Professional Employees, effective for the 2017-2018 school year:
 - a. Blake Bardman
 - b. Katherine Cameron
 - c. Nickole Hart
 - d. Kierstin Levan
 - e. Matthew Lippincott
- F. **CHANGE OF STATUS**
 1. **Christian Fowkes**, as Interim Assistant Principal at Hereford Elementary at a \$35 per day pay differential from October 2, 2017, until a permanent Assistant Principal is appointed.

Motion carried; all voted aye.

ACTION ITEMS

- A. Motion by Jonathan A. Warren, seconded by Wilfred E. Pike, to **acknowledge receipt of PlanCon Part F: Construction Documents for the Upper Perkiomen Middle School and to enter this approval into the minutes of this meeting.** (Attachment D). VOTE: Elliott – yes, **Hofkin – no**, Pike – yes, Smith – yes, Farris – yes, Gehman – yes, Warren – yes, Baccari – yes, **Drake – no**. Motion carried.

- B. Motion by Jonathan A. Warren, seconded by Kimberly A. Baccari, to **authorize the execution and recording of a Deed of Consolidation**, conjoining the two parcels of land on which the new middle school is being constructed. VOTE: Elliott – yes, **Hofkin – no**, Pike – yes, Smith – yes, Farris – yes, Gehman – yes, Warren – yes, Baccari – yes, **Drake – no**. Motion carried.

- C. Motion by Jonathan A. Warren, seconded by Joan T. Smith, to **approve the proposal provided by Indian Valley Appraisal regarding appraisals for the six properties that will be involved with the offsite walkway project.** (Attachment E) VOTE: Elliott – yes, **Hofkin – no**, Pike – yes, Smith – yes, Farris – yes, Gehman – yes, Warren – yes, Baccari – yes, Drake – yes. Motion carried.

- D. Motion by Jonathan A. Warren, seconded by Wilfred E. Pike to approve **the attached resolution authorizing the administration to work with Public Financial Management and Rhoads & Sinon, LLP in conjunction with the issuance of General Bonds Series of 2018.** (Attachment F). VOTE: Elliott – yes, **Hofkin – no**, Pike – yes, Smith – yes, Farris – yes, Gehman – yes, Warren – yes, Baccari – yes, **Drake – no**. Motion carried.

Motion by Jonathan A. Warren, seconded by Mike W. Elliott, to approve **Action Items E, F, and G:**

- E. Motion to approve **the new Student Activity Accounts in accordance with Board Policy No. 618:**

Activity #	Activity Name	Advisor
3040	MS Gaming Club	Philip Detwiler/Jessica Dynda
1093	HS UPTV Club	Dave Thomas
1095	HS WOW Club	Shane Thrush
3045	MS WOW Club	Janice Lonergan

- F. Special Education Services:
 - 1. Motion to approve an **Agreement with Camphill Special School for the 2017-2018 School year for 1:1 aide care** for student #257147, attending for the academic year, in the amount of \$31,500.

- G. Motion to approve **the Intergovernmental Agency Agreement between Upper Perkiomen School District and the Berks County Intermediate Unit to provide remedial reading instructional services** in accordance with the Title 1 Program at St. Francis Academy, August 1, 2017 through June 15, 2018. (Attachment G)

Motion carried; all voted aye.

- H. Motion by Jonathan A. Warren, seconded by Mike W. Elliott, to approve **incentive compensation for Dr. Alexis McGloin, Superintendent**, in accordance with the attached addendum to the current approved contract. (Attachment H). VOTE: Elliott – yes, Hofkin – no, Pike – yes, Smith – yes, Farris – yes, Gehman – yes, Warren – yes, Baccari – yes, Drake – yes. Motion carried.
- I. Motion by Jonathan A. Warren, seconded by Joan T. Smith, **to amend the Recognition and Salary Information sections of the Administrative Support Staff Compensation Plan to include a Technology Level**, to be based on marketplace data per the terms of the Compensation Plan as follows:

Position	Low Range	Mid-Range	High Range
Technology Level			
Full Time Technology Assistants	\$16.80 - \$21.60	\$21.60 - \$26.40	\$26.40 - \$34.32

Motion carried; all voted aye.

- J. Motion by Mike W. Elliott, seconded by Jonathan A. Warren, **The Board, pursuant to Board Policy No. 301 and upon the recommendation of the Superintendent, authorizes the creation of a Part-Time Community Relations Specialist Position** as described in the attached job description. (Attachment I). VOTE: Elliott – yes, Hofkin – yes, Pike – yes, Smith – yes, Farris – yes, Gehman – yes, Warren – yes, Baccari – yes, Drake – no. Motion carried.
- K. Motion by Mike W. Elliott, seconded by Jonathan A. Warren, **The Board authorizes the administration to post, on behalf of the Upper Perkiomen Education Foundation (UPEF), the position of UPEF Executive Director** as described in the attached job description. Filling of this position by the UPEF is subject to an agreement by the Board to provide temporary funding in the form of a loan from the District to the UPEF to support this position. (Attachment J). Motion carried; all voted aye.
- L. Motion by Jonathan A. Warren, seconded by Wilfred E. Pike, to approve **the follow Administrative Regulations** (Attachment K)
1. No. 204 AR – Attendance
 2. No. 703 AR – Sanitary Management
 3. No. 716 AR – Integrated Pest Management
 4. No. 906 AR – Presentation of Requests, Suggestions and Complaints by the General Public
- Motion carried; all voted aye.
- M. Motion by Joan T. Smith, seconded by Jonathan A. Warren, to approve **the proposal from Consolidated Engineers for design, bidding and construction services in the amount of \$22,000.00 to replace existing Marlborough Elementary chiller**. (Attachment L). Motion carried; all voted aye.
- N. Motion by Jonathan A. Warren, seconded by Joan T. Smith, **to adopt the attached resolution regarding the transfer of fund balance to the capital reserve account**. (Attachment M). Motion carried; all voted aye.

- O. Motion by Jonathan A. Warren, seconded by Wilfred E. Pike, to **approve the commitment of \$4,240,000 of the unassigned fund balance**. \$2,240,000 will be added to the retirement commitment and \$2,000,000 for debt service. Motion carried; all voted aye.

BUSINESS REPORTS

Motion by Jonathan A. Warren, seconded by John L. Farris, to approve the **payment of bills, in the amount of \$1,457,376.55 from the General Fund**. VOTE: Elliott – absent, Hofkin – yes, Pike – yes, Smith – yes, Farris – yes, Gehman – yes, Warren – yes, Baccari – yes, Drake – yes. Motion carried.

Motion by Jonathan A. Warren, seconded by John L. Farris, to approve the **payment of Expenditures from the Capital Projects Account in the amount of \$3,730,590.07**. VOTE: Elliott – yes, Hofkin – no, Pike – yes, Smith – yes, Farris – yes, Gehman – yes, Warren – yes, Baccari – yes, Drake – yes. Motion carried.

Motion by Jonathan A. Warren, seconded by Kimberly A. Baccari, to **approve the payment of Expenditures from the Capital Reserve Account in the amount of \$38,455.00**. Motion carried; all voted aye.

PUBLIC COMMENTS

Cathy Davidson, Pennsburg, was concerned that the letter about the blasting project still said it could take place on Saturdays.

Steve Grouke, Upper Hanover, thanked the Board for their decision to hire a foundation director and the community relations specialist.

Melanie Cunningham, Upper Hanover, asked if the district would ask Upper Hanover for a zoning variance again after the election.

Steve Stracka, Marlborough Township, asked about hiring more employees and questioned funding.

BOARD COMMENTS

Motion by Mike W. Elliott, seconded by Joan T. Smith, to approve a **declaration stating the Upper Perkiomen School District Board of Directors state that our school district is No Place For Hate**.

Raeann Hofkin announced that Erin Dunphy a student at the Upper Perkiomen High School created a GoFundMe account to raise funds to purchase signs saying Hate Has No Home for community members and also seconded Mr. Elliott's motion.

Motion carried; all voted aye.

Mike Elliott added that while everyone had differences you could still work together because there were more things that bind us than separate us and thanked everyone for agreeing to that statement.

Raeann Hofkin asked the dates of the November meetings and clarified that a Board Workshop was not held in November.

Kerry Drake, said he was happy with the creation of the WOW Clubs and Dr. McGloin's bonus structure and thanked Dr. McGloin for agreeing to it.

ADJOURNMENT

Motion by Jonathan A. Warren, seconded by Joan T. Smith that **the meeting be adjourned at 8:40 p.m.** Motion carried; all voted aye.

Sandra M. Kassel, Board Secretary