

BOARD WORKSHOP MEETING

March 23, 2017

6:30 p.m.

Multi-Purpose Room

AGENDA

- I. CALL TO ORDER
 - a. Pledge of Allegiance
 - b. Roll Call

- II. ACTIONS ITEM
 - a. Motion to approve the February 23, 2017, Board Workshop Minutes (Attachment A)

 - b. Motion to approve the attached Early Retirement Incentive Program for Full-time Professional and Support Staff effective for the 2016-2017 school year (Attachment B)

- III. DISCUSSION
 - a. SPECIAL EDUCATION
 - i. Special Education & Student Services Update – Dr. Andrea Farina

 - b. FINANCE
 - i. Food Services Update – Nichole Taylor

 - c. CURRICULUM/TECHNOLOGY
 - i. Website Proposal – Bryan Ruzenski
 - ii. Phone System Transition – Bryan Ruzenski

- IV. PUBLIC COMMENTS ON AGENDA ITEMS

- V. ADJOURNMENT

**UPPER PERKIOMEN SCHOOL DISTRICT
2229 E. BUCK ROAD
PENNSBURG, PA 18073**

**BOARD WORKSHOP
February 23, 2017**

CALL TO ORDER

The Board Workshop of the Board of School Directors of the Upper Perkiomen School District was held in the Upper Perkiomen School District Education Center with the following people attending: Mike W. Elliott (6:55 pm.), Raeann B. Hofkin (6:50 pm.), Wilfred E. Pike, Joan T. Smith, Dr. John L. Farris, John L. Gehman, Jonathan A. Warren, and Kimberly A. Baccari. Absent member was Dr. Kerry A. Drake. Others in attendance were: Alexis McGloin, EdD., Sean Arney, EdD., Sandra M. Kassel, Ashley Kitten, William Gorman, Keith McCarrick, John Walsh, Steven Cunningham, Melanie Cunningham, Donna Steinhauer and Beth Sheldon.

Dr. Farris read a statement on the guidelines of the public comment period. Dr. Farris announced that after the Audit Report is presented the Board will be allowed to ask Mr. Gorman questions and public comments will also be allowed.

ACTION ITEMS

- A. Motion by Jonathan A. Warren, seconded by Joan T. Smith, to approve **the January 26, 2017, Board Workshop Minutes** (Attachment A). VOTE: **Elliott – absent, Hofkin – absent**, Pike – yes, Smith – yes, Farris – yes, Gehman – yes, Warren – yes, Baccari – yes, **Drake – absent**. Motion carried.
- B. Motion by Joan T. Smith, seconded by Jonathan A. Warren, to approve **Judith Clark, Interim Assistant Superintendent, effective March 1, 2017, until date to be determined but no later than June 30, 2017, at the rate of \$650 per day**, with no fringe benefits or paid leave entitlements. Ms. Clark will provide full-day services, following the 2016-2017 Calendar for 12 month Administrators for 3-4 days per week. Ms. Clark and Superintendent will mutually agree a specific schedule on or by March 1, 2017. These terms shall be set forth in an employment agreement approved by the Superintendent and Solicitor. (Attachment B). VOTE: **Elliott – absent, Hofkin – absent**, Pike – yes, Smith – yes, Farris – yes, Gehman – yes, Warren – yes, Baccari – yes, **Drake – absent**. Motion carried.

DISCUSSION

1. **FINANCE**

a. **Audit Presentation** – Gorman & Associates. P.C.

Mr. Gorman gave a summary of the Auditor's Report of the financial statements for the district.

Several Board members had questions for Mr. Gorman and for the Administration. Dr. Farris allowed comments from members of the public regarding the Audit Presentation.

Keith McCarrick, Pennsburg asked about the conversion of the software program and how the whole process was done.

John Walsh, Upper Hanover asked if a refund was coming from Skyward for the additional time it took for the auditors to fix some issues.

Steve Cunningham, Hereford Township asked about using the old software system and the new software system together for a few months.

Melanie Cunningham, Upper Hanover asked if the Board would be trained on the Skyward system or possibly on the reports they will be receiving. She asked about when the Board knew about the findings of the Audit Report.

Donna Steinhauer, East Greenville asked what could have been done in hindsight with the software conversion.

Keith McCarrick, Pennsburg asked if the Board knew there was software system issues.

Beth Sheldon, Pennsburg asked when the software conversion was started and what the timeline for the project was.

John Walsh, Upper Hanover asked if the software conversion was on budget.

b. **Budget Meeting Dates**

Dr. McGloin talked about the tentative Budget Meeting dates that were presented to the Board. Board members discussed dates to come up with a schedule that will allow for members to attend.

2. **CURRICULUM/TECHNOLOGY**

a. **Future Ready Index** – Dr. Sean Arney, Assistant Superintendent

Dr. Arney presented on Future Ready PA Index which is replacing SPP (Student Performance Profile). The goal from the Secretary of Education is to establish a system of school performance measures that moves beyond point-in-time achievement and values schools efforts to help all students learn, grow and succeed in the classroom and beyond.

b. **Upper Perkiomen Virtual Academy** – Mrs. Allison Stephens, Technology, Curriculum & Innovation Specialist

Dr. McGloin reported in Mrs. Stephens' absence. Dr. McGloin talked about wanting to bring a district run cyber program back, Upper Perkiomen Personalized Learning Program would be the proposed new name. The program's vision is that all students in the Upper Perkiomen Community will be provided with flexible and equitable learning opportunities and environments tailored to their specific interests, passions, and needs. The program is designed towards all students and not only cyber students, but the focus will be to get current cyber school students back.

c. **2017-2018 School Calendar** – Dr. Sean Arney (Attachment C)

Dr. Arney talked about the Draft of the 2017-2018 School Calendar. He explained the number of professional days, parent teacher conference days and the early dismissal days which will now be three hour early dismissals instead of two hour early dismissals.

Motion by Joan T. Smith, seconded by John L. Gehman, to **adjourn the meeting At 9:25 p.m.** VOTE: **Elliott – no**, Hofkin – yes, Pike – yes, Smith – yes, Farris – yes, Gehman – yes, Warren – yes, Baccari – yes, **Drake – absent**. Motion carried.
Motion carried.

ASHLEY KITTEN
DIRECTOR OF HUMAN RESOURCES

ALEXIS M. MCGLOIN, Ed.D.
SUPERINTENDENT OF SCHOOLS

Upper Perkiomen School District Early Retirement Incentive Plan 2016-2017

The Board establishes the following early retirement incentive plan (“the Plan”) effective only during the 2016-2017 school year. It is important to note that this Plan is not part of a workforce reduction plan and that regardless of whether a sufficient number of employees opt to participate in the Plan, the Upper Perkiomen School District (“UPSD”) does not intend to furlough or demote Staff.

A. Criteria for Eligibility

1. The individual seeking retirement must have been, at the time of retirement, either:
 - a. A current full time contracted Professional staff member of the UPSD, continuously employed as a professional contracted employee since July 1, 2007 or earlier. “Professional Staff” means an employee in the bargaining unit represented by the Upper Perkiomen Education Association (“UPEA”).
 - b. A full time support staff member of the UPSD, employed continuously as such since July 1, 2007 or earlier. “Full Time Support Staff” means an employee covered under the Maintenance/Custodial, Confidential and/or Administrative Support Agreement.
2. The individual must submit their irrevocable intention to retire on the form attached (“Notification of Retirement”) that the individual will be retiring from the employment of the UPSD effective on or before the last teacher day for Professional Staff and June 30, 2017 for Support.
 - a. Said Notification of Retirement must be delivered to the Office of Human Resources via email or paper on or before May 1, 2017 by 4pm.
 - b. Notification of Retirement is irrevocable, except to the extent that revocation is expressly provided for under the conditions set forth in section C below.
 - c. The individual must be retiring pursuant to the provisions of the Pennsylvania Public School Employees’ Retirement System (“PSERS”) and shall be required to submit verification of such compliance with the retirement provisions of PSERS to the office of Human Resources of the UPSD no later than July 1, 2017.
3. Individuals who completed a sabbatical leave or leave for professional development less than one (1) year prior to their date of retirement will not be permitted to participate in this Plan and/or be eligible for any of the benefits hereunder.
4. Notifications of retirements effective the last teacher day and/or June 30, 2017 provided prior to May 1, 2017, will be eligible for the Plan Incentive described herein.
5. Individuals who do not comply with all of the requirements for eligibility for the Plan will not be eligible for any of the benefits contained herein. Further, it is not the intent of the Plan to extend or be applicable to individuals who fail to deliver to the Office of Human Resources a Notification of Retirement on or before May 1, 2017.

6. This is a one-time, non-precedent-setting retirement incentive offer.

B. Plan Incentive

1. Upon fulfilling the criteria for eligibility stated in the Plan, the UPSD shall contribute to a qualifying employee's 403(b) account as follows:
 - a. Professional incentive shall be \$10,000 following the conclusion of each of the 2016-2017, 2017-2018 and 2018-2019 fiscal years (each \$10,000 payment to be an "incentive payment"). This shall be referred to as the "professional incentive."
 - b. Support incentive shall be \$5,000 following the conclusion of each of the 2016-2017, 2017-2018 and 2018-2019 fiscal years (each \$5,000 payment to be an "incentive payment"). This shall be referred to as the "support incentive."

The professional incentive and support incentive will be collectively referred to as "the ERIP incentive."

2. Payment of each installment of the ERIP incentive by the School District shall be made no later than September 1st following the conclusion of each fiscal year.
3. Such contributions shall be paid for the shorter of any of the following time periods:
 - a. The maximum applicable time periods set forth in section B.1., above;
 - b. Reinstatement or rehiring of the retiring individual as an employee of a Pennsylvania School District; or
 - c. Death of the retiring individual, in which case, the maximum amount allowed of all remaining non-elective contributions will be timely paid to the retiree's 403(b) account as permitted by and in accordance with the Internal Revenue Code and its corresponding regulations.

C. Plan Termination

1. Notwithstanding the foregoing provisions of Paragraphs A. and B., the UPSD reserves the right in its sole discretion to terminate this Plan (either for the professional incentive or the support incentive or both) and allow the revocation of all Notification of Retirement it has received if the following condition is met:
 - a. Professional incentive: fewer than ten (10) eligible individuals choose to retire at the end of the 2016-2017 school year by providing Notification of Retirement by May 1, 2017 by 4pm.
 - b. Support incentive: fewer than five (5) eligible individuals choose to retire at the end of the 2016-2017 school year by providing Notification of Retirement by May 1, 2017 by 4pm.
2. The UPSD shall promptly notify any individual who submitted a Notification of Retirement of its election to terminate this Plan and the option for employees to revoke Notifications of Retirement pursuant to the provisions of Paragraph C.1 above.

NOTIFICATION OF RETIREMENT

I, the undersigned employee, in consideration for the benefits set forth in the attached Upper Perkiomen School District Early Retirement Incentive Plan (2016-2017) (“the Plan”), hereby submit my irrevocable letter of retirement pursuant to the terms of the Plan, including the provision for Plan termination by the District. This retirement will be effective either the last teacher day for professional staff or June 30, 2017 for support staff.

I understand that in order to qualify for the Plan, I must meet the following requirements:

1. At the time of my retirement, I must be either:
 - a. A full time contracted Professional staff member of the UPSD, continuously employed as a contracted employee since July 1, 2007 or earlier. “Professional Staff” means an employee in the bargaining unit represented by the Upper Perkiomen Education Association (“UPEA”).
 - b. A full time support staff member of the UPSD, employed continuously as such since July 1, 2007 or earlier. “Full Time Support Staff” means an employee covered under the Maintenance/Custodial, Confidential and/or Administrative Support Agreement.
2. I must retire pursuant to the provision of the Pennsylvania Public School Employees’ Retirement System (“PSERS”).
3. I must submit this Notification of Retirement delivered to the office of Human Resources on or before May 1, 2017 by 4pm.
4. I must not have completed a sabbatical leave or leave for professional development less than one (1) year prior to my date of retirement.

I further understand that:

1. Any and all early retirement benefits are limited to contributions to my 403(b) account only and there will be no cash payments of any nature made to me; and
2. My 403 (b) account arrangement shall be governed by the terms of the 403(b) plan documents.
3. The Plan may be terminated by the District pursuant to the terms of the Plan.

Printed Employee Name

Date

Employee Signature

Received by HR Office: