

BOARD WORKSHOP

January 23, 2020 – 7:00 p.m.

AGENDA

I. CALL TO ORDER

- a. Pledge of Allegiance
- b. Roll Call

II. APPROVAL OF MINUTES

- a. Motion to approve the October 24, 2019 Board Workshop Minutes (Attachment A)

III. PRESENTATIONS

- a. Update on District Technology Security Measures – Mr. Jim Roth, Director of Technology

IV. PUBLIC COMMENTS ON AGENDA ITEMS

V. PERSONNEL

a. RESIGNATIONS

- i. **Michelle Sheets**, Staff nurse at the 4th & 5th Grade Center resigned her employment effective, February 8, 2020.

b. APPOINTMENTS

i. PROFESSIONAL STAFF

1. **Amy Coyle**, Special Education Supervisor for Upper Perkiomen School District, to be hired on a date to be determined, subject to employment history review and required background checks, at \$96,000, prorated for the 2019/2020 school year.
2. **Mary “Liz” Winchester**, Substitute Guidance Counselor at the Middle School, to be hired effective February 3, 2020, subject to employee history review and required background checks at the per diem sub rate.

ii. SUPPORT STAFF

1. **Lisette Narvaez**, Cafeteria and Playground Aide at Marlborough Elementary, to be hired on a date to be determined, subject to employee history review and required background checks at \$10.50/hour for 10 months of 2019/2020 school year, prorated.
2. **Brenda Zirkelbach**, Cafeteria and Playground Aide at the 4th & 5th Grade Center, to be hired on a date to be determined, subject to employee history review and required background checks at \$10.50/hour for 10 months of 2019/2020 school year, prorated.

iii. SUPPLEMENTAL POSITIONS

1. WEB MASTERS for the 2019-2020 school year:

Area	Position	Name	Stipend
Marlborough	Web Master	Matt Lippincott	\$550.00
4 th and 5 th Grade Center	Web Master	Matt Lippincott	\$275.00 (50%)
4 th and 5 th Grade Center	Web Master	Tom Guellich	\$275.00 (50%)

iv. CHAPERONES for Middle School extracurricular activities:

1. Christian Fowkes
2. Deb Macioge
3. Hillary Miller
4. Amy Trimble
5. Briana Wolfgang

v. LEAVES OF ABSENCE

1. **Michele Martin**, approved continuous Family and Medical Leave beginning, January 27, 2020 through March 9, 2020.
2. **Heather Levan**, approved intermittent Family and Medical Leave beginning September 29, 2019.
3. **Patricia Bortz-Brennan**, approved intermittent Family and Medical Leave, beginning on November 19, 2019.

VI. ACTION ITEMS

- a. Motion to notify Christopher Mullaney that the District is interested in proceeding with its option to purchase the Wood property parcel # 17-00-00763-00-3 in accordance with the terms and conditions of the May 6th, 1993 Agreement.

VII. COMMITTEE REPORTS

- a. Special Education & Pupil Services Committee – Judy Maginnis
- b. Curriculum & Instruction Committee – Dr. Kerry Drake
- c. Facilities Committee – Melanie Cunningham
- d. Finance Committee – Melanie Cunningham
- e. Policy Committee – Raeann Hofkin
- f. Board Communication Line/Communication Committee – Mike Elliott
- g. Western Montgomery Career & Technology Center - Dr. Kerry Drake
- h. Montgomery County Intermediate Unit – Judy Maginnis
- i. Legislative Liaison Report – Peg Pennepacker
- j. Upper Perkiomen Education Foundation – Mike Elliott
- k. Regional Planning Commission Representative – Dana Hipszer

VIII. PUBLIC COMMENTS

IX. ADJOURNMENT

UPPER PERKIOMEN SCHOOL DISTRICT
2229 East Buck Road
Pennsburg PA 18073

BOARD WORKSHOP
October 24, 2019

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 members attending: Joan T. Smith, Judy Maginnis, Raeann B. Hofkin, Dr. Kerry A. Drake, Mike W. Elliott, Stephen L. Cunningham, and Melanie R. Cunningham. Absent member was John L. Farris. Others in attendance were: Allyn J. Roche, EdD., Andrea Farina, EdD., Sandra M. Kassel, Georgiann Fisher, Kyle Somers, Dr. James Bretz, Keith McCarrick, and Eve Puhala.

Dr. Drake announced that interviews will be held that evening for the School Board vacancy. The candidates being interviewed are Dr. James Bretz, Mr. Keith McCarrick, and Ms. Eve Puhala.

APPROVAL OF MINUTES

Motion by Stephen L. Cunningham, seconded by Mike W. Elliott, to approve the **September 26, 2019, Board Workshop Minutes** (Attachment A). Motion carried; all voted aye.

PUBLIC COMMENTS ON AGENDA ITEMS

None

PERSONNEL

Motion by Mike W. Elliott, seconded by Stephen L. Cunningham, to approve the **Personnel Report** as presented:

a. **RESIGNATIONS**

i. **SUPPORT STAFF**

1. **Deb Benjamin**, Part Time Food Service Worker resigned her employment with the district, effective October 9, 2019.
2. **Christian Fowkes**, resigned as Sight, Sound and Stage Advisor at Upper Perkiomen Middle School, effective October 1, 2019.

b. **APPOINTMENTS**

i. **PROFESSIONAL STAFF**

1. **Heather Shelly**, Autistic Support Teacher at the Upper Perkiomen 4th & 5th Grade Center, to be hired subject to required employment history review, effective date to be determined at Masters Step 4, for the 2019/2020 school year (prorated). Ms. Shelly will be replacing Covington Smith who resigned from the district.

ii. **SUPPORT STAFF**

1. **Corrine Carl**, Reading Paraprofessional at the Upper Perkiomen 4th and 5th Grade Center, to be hired subject to required employment history review, effective date to be determined at \$11.75/hour for the 2019/2020 school year.
2. **Catherine Lejman**, Playground and Cafeteria Aide at Marlborough Elementary, to be hired subject to required employment history review, effective date to be determined at \$10.50/ hour for the 2019/2020 school year.
3. **Eugene Markle**, Part-Time Custodian at 4th & 5th Grade Center, to be hired subject to required employment history review, effective date to be determined at \$11.90/hour.

iii. **SUPPLEMENTAL POSITIONS** for the 2019-2020 School Year:

Area	Position	Name	Salary	Schedule
Middle School	Sight, Sound and Stage Advisor	Jodie Sell	\$588.00	B
4th & 5th Grade Center	Reading Olympics	Chrissy Rice	\$734.50 (50%)	A
4th & 5th Grade Center	Reading Olympics	Bonnie Scott	\$734.50 (50%)	A
4th & 5th Grade Center	Reading Olympics	Brigid McGovern	\$734.50 (50%)	A
4th & 5th Grade Center	Reading Olympics	Beth Avanzato	\$734.50 (50%)	A

iv. **ATHLETIC SUPPLEMENTAL POSITION NAME CORRECTION** for the 2019-2020 school year:

Area	Position	Name	Salary	Schedule
High School	HS Boys Assistant Basketball Coach	Jeff Koch	\$4,047.00	B

Motion carried; all voted aye.

COMMITTEE REPORTS

a. **Special Education & Pupil Services Committee** – Judy Maginnis

Mrs. Maginnis reported that the September 23rd meeting was cancelled due to unavailability of members. The next meeting is scheduled for October 28th.

b. **Curriculum & Instruction Committee** – Dr. Kerry Drake

Dr. Drake reported that the previous meeting was cancelled. The next meeting is scheduled for October 28th and one of the topics to be discussed will be Full-Day Kindergarten.

c. **Facilities Committee** – Melanie Cunningham

Mrs. Cunningham reported that the last meeting was October 17th and they met Scott Graham, the Architect who is working on the secure entrances at Marlborough Elementary and the High School. She said they talked about water pumps at Marlborough Elementary. In the High School building they talked about the parking lot lights, the chiller tower, the PA system, and the tennis court water runoff issue. Mrs. Cunningham said in the Middle School they talked about the gym floor issues and about getting a quote for the software for the security cameras to match the elementary schools. At the 4th & 5th Grade Center there are a few outstanding change orders. Mrs. Cunningham also said they are working on a safe schools grant and the GESA study update. The next meeting is scheduled for November 21st.

d. **Finance Committee** – Melanie Cunningham

Mrs. Cunningham reported that the first meeting was October 21st. She said they will be working on the mission and vision for the next meeting. She said they talked about the Board reports, the Act 1 index and the STEB ratios. Mrs. Cunningham said they looked at historical capital reserve transfers and historical revenue and expenditure summaries. Mrs. Cunningham said the opt-out option was discussed and an accounting final on the construction projects. She said the next meeting is scheduled for November 18th.

e. **Policy Committee** – Raeann Hofkin

Mrs. Hofkin reported that at the last meeting they discussed Naming Rights, uniforms and drug testing for new hires. She said they discussed some of the AR's. Mrs. Hofkin said the next meeting is scheduled for November 18th.

f. **Board Communication Line/Communication Committee** – Mike Elliott

Mr. Elliott reminded everyone the Board Communication line is open and the next meeting is on November 14th.

f. **Western Montgomery Career & Technology Center** – Stephen Cunningham

Mr. Cunningham reported that there is not a meeting in October, the next meeting is November 4th and the community dinner beforehand is the Thanksgiving celebration.

Mr. Elliott added that the 8th grade students had a chance to visit the Western Center and the Western Center hosted a Scouts merit badge college last weekend.

g. **Montgomery County Intermediate Unit** – Judy Maginnis

Mrs. Maginnis reported they had received an update on the Harrisburg recovery project. Mrs. Maginnis said the IU is renovating for space for the workforce development project, and construction is continuing on the early childhood academy at the old location. She said the next meeting is scheduled for November 20th.

h. **Legislative Liaison Report** – Judy Maginnis

Mrs. Maginnis reported that the Senate Education Committee and the House Education Committee met this week. She reported on Bill 334 which has to do with property assessment appeals, and House Bill 49 and Act 67. Mrs. Maginnis said that the Education Committee held a hearing having to do with Charter School entities, no action was taken by the committee. PDE is taking public comments until November 4, 2019. Mrs. Maginnis said if anyone was interested in making a public comment she had the address for where to send it to. She said that Governor Wolf is expected to release his plan for Charter School reform by the end of the week. Mrs. Maginnis announced that the Special Ed funding formula report should be out by November 30th.

i. **Upper Perkiomen Education Foundation** – Mike Elliott

Mr. Elliott reported that they will be having a meeting for ideas to raise funds.

j. **Regional Planning Commission Representative** – Melanie Cunningham

Mrs. Cunningham said there was no report.

k. **Ad Hoc Suicide Prevention** – Dr. Kerry Drake

Dr. Drake said that the next meeting is scheduled for November 21st.

SCHOOL BOARD VACANCY PROCESS/INTERVIEWS/APPOINTMENT

Dr. Drake gave a brief overview of the process. He explained that eight individuals expressed interest in the position and completed an application, this evening the board will be interviewing three candidates. The three individuals were as follows: Dr. James Bretz, Mr. Keith McCarrick, and Ms. Eve Puhala. The candidates will be asked a series of question by each board member and given time to answer. A call for nominations will be taken at the end of the interviews.

President Drake called for a recess at 7:32 p.m., the meeting reconvened at 7:37 p.m.

After the interviews President Drake called for a recess at 8:20, the meeting reconvened at 8:25 p.m.

Dr. Drake nominated all three candidates for the vacant position.
Roll Call Vote: M. Cunningham – Keith McCarrick, S. Cunningham – Keith McCarrick, Elliott – Keith McCarrick, Drake – Keith McCarrick, Hofkin – Keith McCarrick, Maginnis – Keith McCarrick, Smith – abstain.

By majority vote Keith McCarrick was appointed.

OATH OF OFFICE

Oath of Office was administered by Notary Public Diane Hipszer to Keith McCarrick.

PUBLIC COMMENTS

None

ADJOURNMENT

Motion by Stephen L. Cunningham, seconded by Melanie R. Cunningham, to **adjourn the meeting at 8:32 pm**. Motion carried; all voted aye.

Sandra M. Kassel, Board Secretary