

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

**BOARD WORKSHOP  
January 25, 2018**

**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: Joan T. Smith, James C. Glackin, Judy Maginnis, Raeann B. Hofkin, Dr. Kerry A. Drake, Mike W. Elliott, Stephen L. Cunningham, Dr. John L. Farris, and Melanie R. Cunningham. Others in attendance were: Alexis McGloin, EdD., Andrea Farina, EdD., Sandra M. Kassel, Ashley Kitten, Dyan Hipszer, George Reigle, Allison Stephens, Amy Lychock, Mike Tirjan, Dave Thomas, Richard Staniec, Michael Calvello, Brian Hansley, Shane Thrush, Jen Bamford, Christina Willett, and John Walsh.

**ACTION ITEMS**

- A. Motion by Mike W. Elliott, seconded by Melanie R. Cunningham, to approve **the October 26, 2017, Board Workshop Minutes** (Attachment A). VOTE: Smith – yes, Glackin – yes, Maginnis – yes, **Hofkin – no**, Drake – yes, Elliott – yes, S. Cunningham – yes, Farris – yes, Cunningham – yes. Motion carried.

**PRESENTATIONS & UPDATES**

**A. CURRICULUM & INSTRUCTION**

**1. Substitute Trends and Recommendations – Ashley Kitten**

Ashley Kitten presented substitute fill rates for the past three years and talked about some of the issues the district had filling positions with substitutes. Ms. Kitten said that part of the difficulty in filling positions might be due to the pay rate. She suggested an increase in the rate and said that a motion could be put on the February agenda.

**2. Extended Per Diem Special Education Coverage – Ashley Kitten**

Ashley Kitten explained the difficulty in filling specialized areas of teaching with substitutes. She suggested an increase in the rate and said that could also be put on the February agenda.

**3. Proposed New High School Course Offerings – New Course Instructor and Curriculum Assistants – Dr. Farina presented the current curriculum in review and proposed course additions. She explained some key decision-making factors in adding new courses including the alignment with college and career expectations, diversification of course offerings, and the historical course enrollment. Dr. Farina introduced Curriculum Assistants and staff who gave an overview of their departments and presented the new courses they were proposing.**

Mr. Michael Cavello, Mr. Brian Hansley and Mr. Dave Thomas – English Department; new courses - Modern and Short Fiction, Film as Literature, Film Production, and Sports Broadcasting.

Mr. Michael Tirjan and Mr. Richard Staniec – Science Department; new courses – Principles of Engineering, Introduction to Forensics, and AP Physics.

Mrs. Amy Lychock – Fine Arts Department; new course - AP Studio Art.

Dr. Drake called for a five minute break at 8:30 pm.

The meeting reconvened at 8:35 pm.

4. **Comprehensive Plan Update – Dr. Andrea Farina, Allison Stephens and George Reigle** presented an update on what occurred since September, 2016. Several committees and sub-committees have been formed, met and developed plans.

**B. SPECIAL EDUCATION**

1. **Pupil Services & Special Education Update – George Reigle, Shane Thrush, and Jen Bamford**

George Reigle presented an outline of the special education continuum and gave an update on the number of special education students and the MTSS process.

Shane Thrush talked about the CBI/Community Based Instruction that special education students participated in either independently or with accommodations and supports. He stated typical activities occurred across a variety of settings in the community.

Jen Bamford and Christina Willett spoke about the WOW Fund. The WOW Fund was established to support fundraising efforts by the low incidence classes. They indicated students were busy making cards, ornaments, and selling bagels.

**C. FACILITIES**

1. **Crossing Guard – Sandra Kassel**

Sandra Kassel gave a report on the status of the district with placing crossing guard at Montgomery Avenue and Walt Rd. She talked about the many discussions that have occurred at the various municipalities' meetings she has attended.

**BOARD DISCUSSION**

1. **Committee Structure and Appointments**

Dr. Drake explained his process for making appointments of the board members to the committees.

Dr. Drake announced each committee and the members, he indicated he would be an ex-officio of each committee:

**Facility** – Melanie Cunningham (Chairperson), Raeann Hofkin and Mike Elliott

**Policy** – Raeann Hofkin (Chairperson), Stephen Cunningham and Joan Smith

**Negotiations** – Mike Elliott (Chairperson), Raeann Hofkin and John Farris

**Communications** – Mike Elliott (Chairperson), Judy Maginnis and Melanie Cunningham

**Curriculum** – James Glackin (Chairperson), Stephen Cunningham and John Farris

**Special Education** – Judy Maginnis, James Glackin, and Kerry Drake

**Regional Planning** – Melanie Cunningham

**WMCTC** – James Glackin (Spokesperson), Stephen Cunningham (to be elected on February agenda) and John Farris

**Legislative Liaison** – Judy Maginnis

**MCIU** – Kerry Drake

Dr. McGloin spoke about the committee structure and how to set meeting dates.

**2. Board Workshop Dates for 2018**

After much discussion the Board agreed to keep the Board Workshop meetings as they stand, the 4<sup>th</sup> Thursday of each month with a starting time of 7:00 pm.

**BOARD COMMENTS**

Judy Maginnis, announced that the High School cheerleaders were leaving for Dallas, Texas to compete in the National Cheerleading Championship that evening.

Melanie Cunningham, congratulated Jared Kuhns for winning his 100<sup>th</sup> wrestling match.

James Glackin reminded everyone to purchase tickets for the high school play, Cinderella.

**ADJOURNMENT**

Motion by Stephen L. Cunningham, seconded by John L. Farris, to **adjourn the meeting at 10:35 p.m.** Motion carried; all voted aye.