

**Upper Perkiomen School District
Education Center
2229 East Buck Road
Pennsburg, PA 18073**

April 13, 2023 - 7:00 p.m.

Board Meeting Minutes

I. CALL TO ORDER

The regular meeting of the Board of School Directors of the Upper Perkiomen School District was called to order by President Melanie Cunningham at 7:07p.m. at the Upper Perkiomen Education Center.

The following Board members were present: Raeann Hofkin, JP Prego, Dana Hipszer, Mike Elliott, Melanie Cunningham, Peg Pennapacker via zoom, Judy Maginnis, Emily McCormick and Keith McCarrick.

Administration in attendance: Daniel Direso, Georgiann Fisher, Dr. Andrea Farina, Dr. Allyn Roche

Others in attendance were: Kyle Somers, Rachel Landis

II. BOARD PRESIDENT'S REPORT

Doug Kenwood's resignation is on the agenda, Doug will be missed.

III. SUPERINTENDENT'S REPORT

Dr. Roche provided his monthly report by sharing a presentation that included the following topics:

- Walnut Street Theatre visits Hereford
- Link Crew visits the Middle School
- High School and Middle School Choir perform at the 76ers game
- Spring Sports have begun
- Spring Book Fairs have begun
- Thank you PTFS for all you do for our students
- Congratulations to Ben Buckwalter and Alexa Stefing for qualifying for the 2024 National Merit Scholarship Program
- High School Community business tours were a great success, thank you to all of our community partners
- The 2022/2023 revised calendar will reflect four early dismissals on June 2, 5, 6, 7, last student day and Graduation as June 7
- The last Community Conversations will be held on Friday, April 14th at the Upper Perkiomen Valley Library
- Superintendent Listening Sessions with UPMS students will be held in May
- Community Resource Fair Tuesday, May 16th
- Arts Fest May 8-12

IV. STUDENT REPRESENTATIVE TO THE BOARD REPORT

Rachel Landis provided the monthly student report that included the following topics:

- The Junior class raised around \$900 selling pizzas to students and staff, upcoming event at Raw Replenish
- April 28, 2023, Prom at Bear Creek, the theme this year is A Royal Evening
- AP Testing May 1-12
- Arts Fest may 8-12
- Student Council planted flowers in the courtyard

V. SOLICITOR'S REPORT/SUNSHINE ACT ANNOUNCEMENTS

The board met in an executive session immediately prior to tonight's meeting to discuss a confidential student matter and to discuss with the solicitor a potential legal matter.

VI. PRESENTATIONS/DISCUSSION**A. Board Policy & Administrative Regulation Repeal, Replacement & Adoption First Readings:**

- i) [Policy No. 137](#) Home Education Programs (Repeal & Replace)
 - (1) [137 AR & AR 01 & AR 02](#) (New)
- ii) [Policy No. 137.1](#) Extracurricular Participation By Home Education Students (Repeal & Replace)
 - (1) [137.1 AR & AR 01](#) (New)
- iii) [Policy No. 137.2](#) - Participation in Cocurricular Activities and Academic Courses by Home Education Students (New)
 - (1) [137.2 AR & AR 01](#) (New)
- iv) [Policy No. 137.3](#) - Participation in Career and Technical Education Programs by Home Education Students (Adoption)
 - (1) [137.3 AR](#) (New)
- v) [Policy No. 709](#) - Building Security (Repeal & Replace)

B. Act 339 Comprehensive School Counseling Plan Update

Dr. Farina shared an extensive slide show presentation regarding the School Counseling Plan.

- Department Mission was developed by School Counselors
- Currently we have 1 counselor in each Elementary School, 2 at the Middle School 3 at the High School, we also have Student Assistance Counselors.
- 3 areas in which we are required to have goals and objectives are, Academics, Career and Climate/SEL.
- Program delivery, Guidance Curriculum, Responsive Counseling, Individual Counseling, System support, Non-Counseling Support.
- Career Pathway Awareness and Development, resources, strategies and Advisory Council / Stakeholders

C. School Safety and Security Update

Dr. Farina, Doug Kenwood and Rodney Blake shared a presentation on School Safety and Security. The framework for school safety and security includes:

- Mental and Behavioral Health
- Health and Wellness
- Physical Safety and Security
- Culture, climate and Community
- Leadership, Law and Policy
- Operations & Emergency Management

Programs that enhance the prevention of acts of school violence

- Safe to Say Something
- Bark
- Student Assistance Program
- Restorative Practices
- Responsive Classroom
- Threat Assessment Protocols

Prevention efforts

- ALICE - Alert, Lockdown, Inform, Counter, Evacuate
- Standard Response Protocol - Hold, Secure, Lockdown, Evacuate, Shelter

Reunification Method - we will be training staff at the end of this year, more information will be available at the beginning of the 23/24 school year.

Physical Safety and Security Enhancements

- Secure vestibules at all buildings
- New panic system at all UPSD buildings tied directly to Montgomery County EOC
- Security window film at all schools
- Installed a vehicular barrier at Marlborough and looking into adding one to the other school buildings
- Removed one of the D loop handles from all exterior doors
- Ongoing exterior door checks
- Replacement of all exterior lighting with LED
- Additional interior and exterior cameras at Marlborough, Hereford and 4-5 Center (in progress), Replacement of High School interior cameras summer of 2023.

Future Considerations

- Increase Security Personnel (armed and unarmed)
- Policy 805.2 related to School Security Personnel
- Continue to address PCCD physical security tiered recommendations
- Adopt Crisis Go communication

Melanie Cunningham said she is glad we now have secure entrances to our schools.

Judy Maginnis was inquiring about metal detectors in the schools. Dr. Farina said our recommendation is grounded in response and mitigating casualties. There is no one solution or recommendation that will prevent school violence. A comprehensive safety plan around prevention and response gives us the best shot to prevent casualties.

VII. PUBLIC COMMENTS ON ACTION ITEMS

None

VIII. APPROVAL OF AGENDA

Motion by: Mike Elliott, Seconded by: Keith McCarrick, Vote 9-0

IX. APPROVAL OF MINUTES

A. Motion to approve the March 9, 2023 Board Meeting Minutes ([Attachment A](#))

Motion by: Keith McCarrick, Seconded by: Mike Elliott, Vote 9-0

X. OLD BUSINESS

A. Stillwater Development Tax Concerns

The Board and Administration are still working on it. Stay tuned.

NEW BUSINESS**B. PERSONNEL REPORT**

Motion by: Keith McCarrick, Seconded by: JP Prego, Vote: 8-1

i) RETIREMENTS

- (1) **Brenda Stephenson**, Special Education Teacher, submitted her intent to retire at the end of the 2022-2023 school year.
- (2) **Claire Wharton**, Custodian, submitted her intent to retire at the end of the 2022-2023 school year.

ii) RESIGNATIONS

- (1) **Mary Shantz**, Cafeteria/Playground Aide, resigned her position with the district, effective March 22, 2023.
- (2) **Douglas Kenwood**, Director of Facilities and Operations, resigned his position with the district, effective May 26, 2023.
- (3) **Donna Ryba-Seidel**, Food Service Worker, resigned her position with the district, effective March 30, 2023.
- (4) **Lavonia Pressley**, Food Service Worker, resigned her position with the district, effective March 9, 2023.

iii) APPOINTMENTS**(1) SUPPORT STAFF**

- (a) **Christine Dowd - Full Time Custodian**, to be hired subject to required clearances and employment history review, effective date to be determined, at \$14.50/hour, for the 2022-2023 school year.
- (b) **Halana Wall - Part Time Food Service Worker**, to be hired subject to required clearances and employment history review, effective date to be determined, at \$12.50/hour, for the 2022-2023 school year.

(2) SUPPLEMENTAL POSITIONS

- (a) **EVENT WORKERS** for the 2022-2023 school year:
 - (i) Kristin Ott

(ii) Michelle Stone

(b) **ADVISORS/COACHES** for the 2022-2023 school year:

Area	Position	Name	Schedule	Salary
HS Girls Lacrosse	Assistant Coach	Chris Bieler	B	\$3269.00

iv) **LEAVES OF ABSENCE**

- (1) **Bryan Benner**, approve Family and Medical Leave beginning on March 8, 2023 through approximately May 24, 2023.
- (2) **Andrea Farina**, approve intermittent Family and Medical Leave beginning on March 14, 2023 for up to 12 weeks, as needed.
- (3) **Brook Best**, approve Family and Medical Leave beginning on March 6, 2023 and continuing until April 11, 2023.

XI. ACTION ITEMS

- A. Motion to approve the revised 2022-23 School Calendar to reflect the last student day of school and Graduation for the Class of 2023 as June 7, 2023 and the last teacher day (Day 190) as June 8, 2023. ([Attachment B](#))
Motion by: Emily McCormick, Seconded by: Keith McCarrick, Vote: 9-0
- B. Motion to approve the Act 339 Comprehensive School Counseling Plan ([Attachment C](#))
Motion by: Judy Maginnis, Seconded by: Mike Elliott, Vote: 9-0
- C. Motion to authorize the transfer of \$5,000,000 to the Capital Reserve Fund as per the recommendation from the March 20, 2023 Finance Committee meeting.
Motion by: Keith McCarrick, Seconded by: Emily McCormick, Vote: 9-0
- D. Motion to commit \$500,000 of Fund Balance to the future replacement of district information technology (IT) needs as per the recommendation from the March 20, 2023 Finance Committee meeting.
Motion by: Keith McCarrick, Seconded by: Judy Maginnis, Vote: 8-1
- E. Motion to approve an agreement with Humanus ([Attachment D](#)) to provide contracted Paraprofessionals and Personal Care Aides to assist with vacancy management.
Motion by: JP Prego, Seconded by: Keith McCarrick, Vote: 9-0
- F. Motion to approve the following Board Policy & Administrative Regulation Repeals, Replacements & Adoptions:
 - i) [Policy No. 610](#) - Purchases Subject to Bid (Revision)
 - ii) [Policy No. 611](#) - Purchases Budgeted (Revision)
 - iii) Policy No. 626 - [Federal Fiscal Compliance/Procurement Attachment](#) (Revision)
 - iv) [Policy No. 200 & 200 AR 1](#) - Enrollment Classification (Revisions)
 - v) [Policy No. 200 AR 2](#) - Student Classifications for Enrollment (New)

- vi) [Policy No. 202](#) - Eligibility of Nonresident Students (Repeal & Replace)
- vii) [Policy No. 202 AR](#) - Eligibility of Nonresident Students (Repeal AR)
- viii) [Policy No. 204](#) - Attendance (Repeal & Replace)
- ix) [Policy No. 204 AR](#) - Attendance (New)
- x) [Policy No. 217](#)- Graduation (Repeal & Replace)
- xi) [Policy No. 217 AR](#) - Pathways to Graduation (New)
- xii) [Policy No. 255](#) - Educational Stability for Children in Foster Care (Repeal)

Motion by: Keith McCarrick, Seconded by: Emily McCormick, Vote: 9-0

- G. Motion to approve a Professional Mechanical Equipment Service Agreement with H.T. Lyons for preventative maintenance on HVAC equipment at Upper Perkiomen High School at an annual cost of \$48,200 (COSTARS 008-E22-742). ([Attachment E](#))

Motion by: Keith McCarrick, Seconded by: Mike Elliott, Vote: 9-0

- H. Motion to approve the purchase and installation of new playground equipment for Hereford Elementary School in the amount of \$164,969. Hereford PTFS is contributing \$22,270 towards the cost of the project with the balance of the project cost funded via capital reserve funds. The project, which was quoted via COSTARS, is endorsed by the Facilities Committee. ([Attachment F](#))

Motion by: Mike Elliott, Seconded by: JP Prego, Vote: 9-0

XII. FINANCIAL REPORTS ([Attachment G](#))

- A. Operating Reports - March 2023
 - i) Budget to Actual Summary
 - ii) Budget to Actual Detail
 - iii) Revenue Summary
 - iv) Expenditure Summary
- B. Cash Reports
 - i) Cash Balance Summary
- C. Payroll - March 2023
- D. Middle School Construction Summary
- E. Bills
 - i) General Funds Expenditures

Motion by: JP Prego, Seconded by: Melanie Cunningham, Vote: 9-0

- ii) Capital Reserve Fund Expenditures

Motion by: Melanie Cunningham, Seconded by: JP Prego, Vote: 9-0

XIII. NEW FOLLOW UP ITEMS

- Still Water
- Safety and Security

XIV. PUBLIC COMMENTS

Christine Schmoyer was wondering which committee will be handling the armed guard recommendations. Dr. Farina said that it would be the Facilities Committee. How would the armed guards be dispersed? Mrs. Cunningham suggested Mrs. Schmoyer attend the facilities meeting.

Matt Weiss, Kelly Cox, Doreen Frio talked about the Upper Perk Library. They represent the Upper Perk Library Board of Directors. Mr. Weiss shared some of the resources they have with donations from UPSD.

- Summer reading program
- Book clubs
- Writing contests
- Science and animal shows
- Art classes
- Free book Fridays for children and teens
- Weekly story times

XV. BOARD COMMENTS

Mike Elliott - Thank you to the Library staff for coming out tonight.

Rachel Landis - Reflected on a book she read in middle school written by Scarlet Lewis, a mother who lost her son in the Sandy Hook shooting. The message was that we need to show people love and compassion from an early age.

JP Prego - Read an email from Michelle Stone - Shout out to Mr. Gruber and Mrs. Bianco at the 4-5 center.

XVI. ADJOURNMENT Time: 8:53 p.m.

Motion by: Judy Maginnis, Seconded by: JP Prego, Vote: 9-0

FUTURE BOARD & COMMITTEE MEETINGS			
Finance Committee Meeting	04/17/23	6:00 pm	Education Center
Policy Committee Meeting	04/18/23	5:00 pm	Education Center
Educational Programs & Services Committee Meeting	04/20/23	6:00 pm	Education Center
Extracurricular Committee Meeting	04/24/23	6:00 pm	Education Center
Facilities Committee Meeting	04/24/23	7:00 pm	Education Center
Communications Committee Meeting	04/27/23	6:00 pm	Education Center
Board Workshop	04/27/23	7:00 pm	Education Center
School Board Meeting	05/11/23	7:00 pm	Education Center

The Upper Perkiomen Board of School Directors appreciates your interest in and support for the students and their school experience. Teacher