

Upper Perkiomen School District
Board Meeting Minutes
October 12, 2023 - 7:00 p.m.

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 7:06 p.m. at the Upper Perkiomen Education Center.

The following Board members were present: Raeann Hofkin, JP Prego, Dana Hipszer, Melanie Cunningham, Peg Pennepacker (virtual), Judy Maginnis, Emily McCormick and Keith McCarrick.

Absent - Mike Elliott

Administration in attendance: Drew Bishop, Georgiann Fisher, Dr. Andrea J. Farina, Dr. Allyn J. Roche, Megan Moyer

Others in attendance were: Kyle Somers

II. BOARD PRESIDENT'S REPORT

- The students were so nice and polite attending the football game Friday night
- Mrs. Cunningham expressed disappointment in the Homecoming situation but feels it was handled correctly
- Questioning all of the payments to Charter Schools, Mrs. Moyer explained that some of them were bills from July thru September.

III. SUPERINTENDENT'S REPORT

- Dr. Roche discussed the Life Long Learning sessions
- Reviewed National School Lunch Week
- Great events from PTFS - Hereford Hike and Marlborough's Day of Awesomeness
- Fire Prevention Week
- Homecoming weekend
- Hereford's new sensory room from the Upper Perkiomen Education Foundation
- Happy Principal's Month
- Unity Day October 18, 2023 and Family Movie Night at 7 pm
- Community Conversations continue with Dr. Allyn Roche
- Superintendent Listening Tour at the Middle School and High School starting October 30 - November 3
- Parent Teacher conferences November 20 and 21

IV. STUDENT REPRESENTATIVE TO THE BOARD REPORT

None

V. SOLICITOR'S REPORT/SUNSHINE ACT ANNOUNCEMENTS

- The Board met in an Executive session immediately prior to tonight's meeting for the purpose of discussing a confidential student matter
- Reviewed Public Comment guidelines

VI. PRESENTATIONS/DISCUSSION

- A. Board Policy & Administrative Regulations Retire, Repeal, Replacements & Adoptions (First Readings):
- i) [Policy No. 247](#) - Hazing (Reviewed)
 - ii) [Policy No. 249](#) - Bullying/Cyberbullying (Reviewed)
 - iii) [Policy No. 249 AR](#) - (Reviewed)
 - iv) [Policy No. 718.1](#) - Therapy Dog (New Policy)
 - v) [Policy 830](#) Security of Computerized Personal Information/Breach Notification
 - vi) [Policy 830 AR](#): Security of Computerized Personal Information/Breach Notification
 - vii) [Policy 830.1](#): Data Governance – Storage/Security
 - viii) [Policy 830.1 AR](#): Data Storage and Security
- Dr. Farina reviewed the proposed changes to all policies above

VII. PUBLIC COMMENTS ON ACTION ITEMS

None

VIII. APPROVAL OF AGENDA

Motion to Approve Keith McCarrick
Second Motion Emily McCormick
Vote 8-0

IX. APPROVAL OF MINUTES

- A. Motion to approve the September 14, 2023 Board Meeting Minutes ([Attachment A](#))
- Motion to Approve Keith McCarrick**
Second Motion Raeann Hofkin
Vote 8-0

X. OLD BUSINESS

None

XI. NEW BUSINESS**A. PERSONNEL REPORT****i) APPOINTMENTS****(1) SUPPORT STAFF**

- (a) **Sameena Yasmin, Paraprofessional**, to be hired, effective date TBD, subject to review of required employment history and clearances at \$18.50/hour for the 2023-2024 school year.
- (b) **Elizabeth Page, Paraprofessional**, to be hired, effective date TBD, subject to review of required employment history and clearances at \$18.50/hour for the 2023-2024 school year.
- (c) **Melanie Ziegler, Paraprofessional**, to be hired, effective date TBD, subject to review of required employment history and clearances at \$18.50/hour for the 2023-2024 school year.

- (d) **Janet Farrington, Paraprofessional**, to be hired, effective date TBD, subject to review of required employment history and clearances at \$18.50/hour for the 2023-2024 school year.
- (e) **Michelle Collins, Paraprofessional**, to be hired, effective date TBD, subject to review of required employment history and clearances at \$18.50/hour for the 2023-2024 school year.
- (f) **Michelle Rodenberger**, Full-Time 12 Month Administrative Assistant for the 4th and 5th Grade Center, existing employee appointed to new role, effective August 28, 2023, earning \$16.00/hour, for the 2023-2024 school year.
- (g) **Charity Kemmerer**, Administrative Assistant for the Middle School, to be hired, effective date TBD, subject to review of required employment history and clearances at \$15.00/hour for the 2023-2024 school year.

(2) **SUPPLEMENTAL POSITIONS** for the 2023-2024 school year:

(a) **ADVISORS/ COACHES** for the 2023-2024 school year:

Area	Position	Name	Salary	Amount
Advisor	Grade 5 Reading Olympics	Bonnie Scott	A	\$1469.00

(b) **SEASONAL COACHING POSITIONS** for the 2023-2024 school year:

Area	Position	Name	Salary
Administration	Seasonal Game Manager	Rick Rossiter	\$1,750.00
Boys' Basketball	Head Coach	Michael DeCarolis	\$8,435.00
Boys' Basketball	Assistant Coach	Mike Mientus	\$5,842.75
Boys' Basketball	MS Head Coach	Todd Swenk	\$4,217.50
Boys' Basketball	MS Assistant Coach	James Crognale	\$2,741.38
Girls' Basketball	Head Coach	Shelli Petsch	\$8,435.00
Girls' Basketball	Assistant Coach	Glenn Boyer	\$5,482.75
Girls' Basketball	MS Head Coach	Chris Lonergan	\$4,217.50
Girls' Basketball	MS Assistant Coach	Danielle Shilling	\$2,741.38

Girls' Indoor Track	Head Coach	Clayton Mowrer	\$4,325.00
Girls' Indoor Track	Assistant Coach	Dave Dusza	\$2,811.25
Swimming	Head Coach	Brien Kalnoski	\$8,435.00
Boys' Wrestling	Head Coach	Steve Adam	\$8,435.00
Boys' Wrestling	Assistant Coach	Kyle Kemmerer	\$5,482.75
Boys' Wrestling	MS Head Coach	Michael Ottinger	\$4,217.50
Girls' Wrestling	Head Coach	Omar Porrata	\$8,435.00
Cheerleading	Head Coach	Kylie Wells	\$4,000.00
Cheerleading	Assistant Coach	Ericka Koffel	\$2,600.00
Cheerleading	MS Head Coach	Tami Carpenter	\$2,000.00

(3) Approve the following **SITE MANAGER** for the 2023-2024 school year:

(a) Michelle Stone

(4) Grant **TENURE STATUS** to the following professional employees:

(a) Brianna Martinez

(b) Susan Michael

ii) **LEAVES OF ABSENCE**

- (1) **Monica (Walsh) Snyder**, approve Family and Medical/Maternity Leave expected to begin on approximately March 14, 2024 through June 11, 2024.
- (2) **Clayton Mowrer**, approve Military leave beginning on October 16, 2023, for 351 days.
- (3) **Sarah Rothermel**, approve Family and Medical Leave beginning on October 17, 2023 through November 14, 2023.

Motion to Approve Personnel Report in its entirety Keith McCarrick

Second Motion Emily McCormick

Vote 8-0

XII. ACTION ITEMS

- A. Motion to approve the re-election of Allyn J. Roche, Ed.D. as Superintendent of Schools for a further term of five years, from July 1, 2024 to June 30, 2029, and the Employment Agreement with Dr. Roche, a copy of which is on file in the office of the Business Administrator.

Motion to Approve Emily McCormick

Second Motion Keith McCarrick

Vote 8-0

- B. Board Policy & Administrative Regulations Retire, Repeal, Replacements & Adoptions (First Readings):
- i) [Policy No. 601](#) - Fiscal Objectives (Repeal)
 - ii) [Policy No. 601](#) - Fiscal Objectives (Replacement)
 - iii) [Policy No. 602](#) - Budget Planning (Repeal)
 - iv) [Policy No. 602](#) - Budget Planning (Replacement)
 - v) [Policy No. 610](#) - Purchases Subject to Bid (Repeal)
 - vi) [Policy No. 610](#) - Purchases Subject to Bid (Replacement)
 - vii) [Policy No. 611](#) & [AR](#) - Purchases Budgeted - Approved Contracts (Repeal)
 - viii) [Policy No. 611](#) - Purchases Budgeted- Approved Contracts (Replacement)
 - ix) [Policy No. 709](#) - Building Security (Repeal)
 - x) [Policy No. 709](#) - Building Security (Replacement)
 - xi) [Policy No. 718](#) - Service Animals In School (Repeal)
 - xii) [Policy No. 718](#) - Service Animals in School (Replacement)

Motion to Approve Action Items B, C, D, E, F - Keith McCarrick

Second Motion JP Prego

Vote 8-0

- C. Motion to approve the Student Activity Account & Scholarship List for the 2023-2024 school year in accordance with Board Policy No. 618. ([Attachment B](#))
- D. Motion to accept a proposal from Advance Protection Company of Norristown, PA to furnish school security guards at an hourly rate of \$26, subject to review and approval of the contract by the Solicitor. ([Attachment C](#))
- E. Motion to approve an Educational Services Agreement for a student whose name is on file in the Office of Special Education.
- F. Motion to approve a service agreement with Boilerplate Inc. Software to improve the efficiency of new employee hiring and the onboarding process. ([Attachment D](#))

XIII. FINANCIAL REPORTS ([Attachment E](#))

- A. Operating Reports - **September 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 - **September 2023**
- D. Bills
 - i) General Funds Expenditures

- ii) Capital Projects Expenditures
- iii) Capital Reserve Expenditures

Motion to Approve Emily McCormick

Second Motion Keith McCarrick

Vote 8-0

XIV. NEW FOLLOW UP ITEMS

None

XV. PUBLIC COMMENTS

- Danielle Minor of Red Hill - Homecoming dance
- Liz McCarty of Pennsburg- PAYS survey concerns
- Emilee Burns of Red Hill - Bullying at the High School
- Trina Schaarschmidt of Pennsburg - Thank you to the Board for being there for our children; PAYS survey concerns
- Mike Long of Red Hill - PAYS survey concerns; Homecoming dance; Thanked Emilee Burns for getting up and talking about bullying

XVI. BOARD COMMENTS

- Raeann Hofkin - Sorry to Emilee Burns; PAYS survey; We should look into more fresh fruits and vegetables from local farms for school lunches
- Judy Maginnis - PAYS survey was not just our school, The survey came from the Pennsylvania Department of Education
- Keith McCarrick - PAYS survey; Bullying

XVII. ADJOURNMENT time 7:46 pm

Motion to Approve Keith McCarrick

Second Motion Judy Maginnis

Vote 8-0

Drew Bishop

FUTURE BOARD & COMMITTEE MEETINGS			
Finance Committee Meeting	10/16/23	6:00 pm	Education Center
Educational Programs & Services Committee Meeting	10/19/23	6:00 pm	Education Center
Policy Committee Meeting	10/23/23	5:00 pm	Education Center
Extracurricular Committee Meeting	10/23/23	6:00 pm	Education Center
Facilities Committee Meeting	10/23/23	7:00 pm	Education Center
Communication Committee Meeting	10/26/23	6:00 pm	Education Center
School Board Workshop	10/26/23	7:00 pm	Education Center
School Board Meeting	11/09/23	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.