

**UPPER PERKIOMEN SCHOOL DISTRICT**  
**2229 East Buck Road**  
**Pennsburg PA 18073**

**November 14, 2019**

**CALL TO ORDER**

The regular meeting of the Board of School Directors of the Upper Perkiomen School District was called to order by Vice President Mike W. Elliott, at 7:05 p.m. at the Upper Perkiomen Education Center.

The following Board members attended: Joan T. Smith, Keith McCarrick, Judith Maginnis, Raeann B. Hofkin, Mike W. Elliott, Stephen L. Cunningham, Dr. John L. Farris, and Melanie R. Cunningham. Absent member was: Kerry A. Drake. Administration in attendance were: Allyn Roche, EdD., Andrea Farina, EdD., Sandra M. Kassel, and Georgiann Fisher. Others in attendance were: Kyle Somers, Carly Eidle, Ethan Wambold, Dyan Hipszer, Sharon Muntz, Brielle Hess, Dr. April Gaugler, Reagan Lyter, Linda Dugan, Isaac Hailey, Bruce Schantz, Jessica Henry, Gregory Dickey, Blythe Grouke, Dr. Rob Carpenter, Maureen Zavel, Allison Stephens, Art Vigilante, and Chris Siegfried.

**BOARD VICE-PRESIDENT'S REPORT**

Mike Elliott recognized and presented plaques to Joan T. Smith and Dr. John L. Farris for their time and dedicated service to the district and community over many years. Mrs. Smith thanked the community for her opportunity to learn from everyone.

Mr. Elliott said that they will be appointing a new student representative tonight, there is a new board member at the table this evening and that there will be two new Board members in December, and that they are all looking forward to working together with everyone.

**SUPERINTENDENT'S REPORT**

Dr. Roche reported that he met with the Lifelong Learning program in October and said it was a pleasure to talk about the district.

Dr. Roche sent out a kudos to the PTFs and all the community volunteers including Mrs. Hofkin, Mr. McCarrick and Mrs. Cunningham, for the successful Trunk or Treat event. Dr. Roche reminded everyone about the Holiday Bazaar at the Middle School on December 7<sup>th</sup>.

Dr. Roche shared that the school district had the pleasure to host the local Ministerium Luncheon on November 6<sup>th</sup>. A fantastic conversation was had about partnering to support the students and community. He added that another point of pride, was that that the district hosted the 50<sup>th</sup> reunion for the Class of 1969 the prior evening. Dr. Roche said it was a great event with a great dinner prepared by the Upper Perkiomen Food Service team and served by teachers from Hereford and District Administrators. The Class of 1969 was the first class to graduate from what was the new high school at that time.

Dr. Roche stated that he will be serving as a Keynote speaker at the 8<sup>th</sup> Grade Career Day. He congratulated the Field Hockey Team for their successful season and marking the 2<sup>nd</sup> round of the PIAA State Tournament.

Dr. Roche spent time working in all the school's cafeterias, he shared a presentation of photos of his days at the schools.

Dr. Roche showed a video of the Bus Status app that was on the agenda to be voted on that evening. He explained how this will be helpful in getting information out to parents on a timely basis.

Dr. Roche announced that Raeann Hofkin was awarded Honor Roll notification from PSBA for her eight years of service as a School Board member.

### **STUDENT REPRESENTATIVE TO THE BOARD REPORT**

Mike Elliott announced that Carly Eidle, Gr. 12 and Ethan Wambold, Gr. 11 will be the Student Representatives for this school year. Carly and Ethan are both extremely active in both school and community activities. Mr. Elliott will administer the Oath of Office to the students during the action item motion.

Carly Eidle and Ethan Wambold congratulated the High School Girl's Field Hockey team for being in the PAC 10 finals and also said that eight team members were placed on the all-league team. They reported that the Winter sports season is underway, Thanksgiving Break is coming up and parent teacher conferences will be held. The Winter Band and Orchestra and Choir concerts will be held on December 14<sup>th</sup>. It was announced that the Spring Musical will be the Addams Family and that auditions begin this week, the Christmas assembly is on December 20<sup>th</sup>.

Ethan Wambold reported that he had the opportunity along with other members of the junior class to visit Washington, D.C., he said they visited many sites and it was a great day.

### **SOLICITOR'S REPORT/SUNSHINE ACT ANNOUNCEMENTS**

Mr. Somers announced that an Executive Session was held prior to the evening's meeting for the purpose of discussing the collective bargaining agreement and to receive information on but not deliberate on one additional item.

### **APPROVAL OF AGENDA**

Motion by Stephen L. Cunningham, seconded by Keith McCarrick, to approve **the agenda**.  
Motion carried; all voted aye.

### **PUBLIC COMMENTS ON ACTION ITEMS**

None

### **MINUTES**

A. Motion by Stephen L. Cunningham, seconded by John L. Farris, to approve the **Regular School Board Meeting Minutes of October 10, 2019**. (Attachment A). VOTE: **Smith – abstain**, McCarrick – yes, Maginnis – yes, Hofkin – yes, Drake – absent, Elliott – yes, S. Cunningham – yes, Farris – yes, M. Cunningham – yes. Motion carried.

Mrs. Smith stated that she wished to not vote on any motions that evening, Mr. Cunningham asked Mr. Somers if that was allowed. Mr. Somers clarified with Mrs. Smith that she would like to abstain from all votes.

### **PRESENTATIONS/DISCUSSION**

- A. 2019 Distinguished Service Recognition Awards
- i) **Sharon L. Muntz** – Hereford Elementary School  
Student Artist – Brielle Hess, Grade 2
  - ii) **Dr. April L. Gaugler** – Marlborough Elementary School  
Student Artist – Reagan Lyter, Grade 1
  - iii) **Linda D. Dugan** – Upper Perkiomen Middle School  
Student Artist - Isaac Hailey, Grade 8
  - iv) **Bruce Schantz** – Upper Perkiomen Middle School  
Student Artist – Jessica Henry, Grade 8
  - v) **Alan F. Treffinger** – Upper Perkiomen High School  
Student Artists – Collaborative Effort of X-Lab High School Class
  - vi) **Gregory L. Dickey**, Upper Perkiomen Education Center  
Student Artist – Blythe Grouke, Grade 3

Dr. Roche presented the honorees with artwork and shared their backgrounds, and the many accomplishments and achievements that contributed to the individuals receiving this award. The recipients expressed their thanks and fond memories of their time in Upper Perkiomen.

**Vice President Elliott called for a recess at 7:50 pm., the meeting resumed at 7:57 pm.**

**Mrs. Smith left the Board table.**

**B. Student Data Presentation**

Mrs. Zavadel, Principal, Hereford Elementary School, Allison Stephens, Principal, Marlborough Elementary School, Art Vigilante, Principal, 4<sup>th</sup> & 5<sup>th</sup> Grade Center, Chris Siegfried, Principal, Upper Perkiomen Middle School, and Dr. Rob Carpenter, Principal, Upper Perkiomen High School presented their student and schools data and goals. Each Principal showed the Overall 2018-2019 Student Achievement, Areas of Strength, Areas of Priority, Action Steps Towards Goal Attainment, and Indicators of Effectiveness.

**C. Board Policy Adoptions/Revisions First Reading (Attachment B)**

- i) Policy No. 113.4 – Confidentiality of Special Education Student Information
- ii) Policy No. 117 – Homebound Instruction
- iii) Policy No. 118 – Independent Study
- iv) Policy No. 119 – Current Events

Mrs. Hofkin announced that there are five administrative regulations on the agenda to be approved. She said that the next Policy Committee meeting is on Monday, November 18<sup>th</sup> and the hope is to finish reviewing the 100 series.

**OLD BUSINESS**

None

**NEW BUSINESS -  
PERSONNEL REPORT**

**A. PERSONNEL REPORT**

Motion by Stephen L. Cunningham, seconded by Keith McCarrick, to approve the **Personnel Report as presented:**

- i) **RETIREMENT**
  1. **SUPPORT STAFF**
    - a. **Ronald Sturdevant**, Custodian at the 4<sup>th</sup> & 5<sup>th</sup> Grade Center, submitted notice of his intent to retire on December 31, 2019.
- ii) **RESIGNATIONS**
  1. **SUPPORT STAFF**
    - a. **Dominick Wolfe**, Custodian at Marlborough Elementary resigned his employment with the District on October 23, 2019.
  2. **SUPPLEMENTAL STAFF**
    - a. **Jeff Koch**, High School Boys' Assistant Basketball Coach, resigned his employment with the district on October 28, 2019.
- iii) **APPOINTMENTS**
  1. **PROFESSIONAL STAFF**

- a. **Kelly Urban**, Speech and Language Therapist, to be hired subject to required employment history review, effective date to be determined at Masters, Step 7 for the 2019/2020 school year.

2. **SUPPORT STAFF**

- a. **Brandi Rito**, Paraprofessional at the Middle School, to be hired subject to required employment history review, effective date to be determined at \$11.75/hour, for the 2019/2020 school year.

3. **SUPPLEMENTAL POSITIONS** for the 2019/2020 school year:

AREA	POSITION	NAME	SCHEDULE	SALARY
Administration	Seasonal Game Manager	Rick Rossiter	B	\$1,400.00
Boys' Basketball	HS Assistant Coach	Brian Moyer	A	\$5059.00
Boys' Basketball	MS Assistant Coach	Todd Swenk	A	\$3,123.00
Boys' Basketball	MS Assistant Coach	James Crognale	A	\$3,123.00
Girls' Basketball	MS Assistant Coach	Kyle Fisher	A	\$3,123.00
Girls' Basketball	HS Assistant Coach	Eric Bowe	A	\$5059.00
Girls' Basketball	MS Assistant Coach	Michael Nuding	A	\$3,123.00
Swimming	Varsity Coach	Brien Kalnoski	A	\$7,409.00
Swimming	Assistant Coach	Aubrey Cornes	A	\$3,053.00
Wrestling	Assistant HS Coach	Kyle Kemmerer	A	\$5,059.00
Wrestling	MS Coach	David Hartung	A	\$4,220.00
Wrestling	MS Assistant Coach	Scott Engle	A	\$3,123.00

4. **SUPPLEMENTAL POSITION** for 2019/2020 school year:

AREA	POSITION	NAME	SCHEDULE	SALARY
4/5 Center	Elementary Chorus	Tina Arnold	B	\$816.00

5. **ATHLETIC GAME/ EVENT WORKER** for 2019-2020:

AREA	POSITION	NAME
High School	Chris Lonergan	Athletic Department Worker

6. **SATURDAY DETENTION PROCTOR:**

- a. Taylor Gregory

iv) **LEAVES OF ABSENCE**

- 1. **Melissa Hardy**, Food Service employee, approve extension to unpaid childrearing leave, beginning on December 23, 2019 through June 30, 2020.

VOTE: Smith – absent, McCarrick – yes, Maginnis – yes, Hofkin – yes, Drake – absent, Elliott – yes, S. Cunningham – yes, **Farris – no**, M. Cunningham – yes. Motion carried.

## B. ACTION ITEMS

- i) Motion by Stephen L. Cunningham, seconded by Melanie R. Cunningham, to appoint **Carly Eidle (Gr. 12) and Ethan Wambold (Gr. 11) as Student Representatives to the Board of School Directors**, each for a term of one school year.
  1. Oath of Office by Board President

VOTE: Smith – absent, McCarrick – yes, Maginnis – yes, Hofkin – yes, Drake – absent, Elliott – yes, S. Cunningham – yes, Farris – yes, M. Cunningham – yes. Motion carried.

Vice President Elliott administered an oath of office to Carly Eidle and Ethan Wambold.

Motion by Stephen L. Cunningham, seconded by Keith McCarrick, to approve **Action Items ii) through xiii):**

- ii) Motion to approve **name change for Student Activity Account #3020 from Jefferson Street Journal to Perkiomen Post** in accordance with Board Policy #618.
- iii) Motion to **adopt the attached Accelerated Budget Opt-Out Resolution** certifying that the real estate tax rate will not increase by more than the index. (Attachment C)

Mrs. Hofkin confirmed that the index is 3.2% and asked if the STEB ratio was 3.47%, Mrs. Hofkin asked for confirmation that the maximum tax increase could be as high as almost 7%. Mrs. Kassel confirmed.
- iv) Motion to **adopt the attached Resolution regarding the transfer of fund balance to the Capital Reserve Account.** (Attachment D)
- v) Motion to approve **the following Administrative Regulations:** (Attachment E)
  1. No. 105 AR – Curriculum
  2. No. 109 AR – Resource Materials
  3. No. 121.1 AR – Overnight Student Excursions
  4. No. 121.2 AR – Foreign Study-Travel Programs
  5. No. 123 AR – Extracurricular Activities
- vi) Special Education Services: (Board Only Attachment)
  1. Motion to approve **Agreement with KidsPeace National Centers** for Private Academic Program services for student #277027, beginning August 26, 2019, in the amount of \$161.53/day.
- vii) Motion to approve a **real estate tax refund to Lawrence J. Kosydar, Jr. and Meghan E. Kosydar**, parcel #570003241481 in the amount of \$285.92 due to an assessment reduction approved by Montgomery County Board of Assessments.
- viii) Motion to approve a **real estate tax refund to Lagutaine Francesco and Marianne Birgit**, parcel #52640101275709 in the amount of \$151.58 due to an assessment reduction approved by Berks County Board of Assessments.
- ix) Motion to approve the **Letter of Agreement (MOU) with UPEA regarding Injury Coverage for Debra Burns.** (Attachment F)

- x) Motion to approve the **Letter of Agreement (MOU) with UPEA regarding Salary Schedule Placement for Angela Spinozzi.** (Attachment G)
- xi) Motion to request, pursuant to Section 1127(a)(1) of the Pennsylvania Borough Code, that the **Borough of East Greenville appoint a school crossing guard to serve at the location of 5th and Jefferson Streets, subject to the District paying one-half of the guard's compensation.**
- xii) Motion to approve the **agreement with ACMS (All City Management Services) for five crossing guards to be located at sites on Montgomery Avenue and Main Street or as determined by the district with the expectation of the adoption of the ordinances of the municipalities of Pennsburg Borough, Red Hill Borough, and Upper Hanover Township.** Total annual cost not to exceed \$57,015.
- xiii) Motion to approve the **purchases of a 2019 Ford F-250 4x4 Regular Cab with plow from Sands Ford of Red Hill for \$37,157 and a tailgate mounted salt spreader from Perkiomen Performance for \$2,400.** The truck purchase will be made utilizing the Commonwealth of Pennsylvania's cooperative purchasing program (COSTARS). Both purchases will be funded by capital reserves.

VOTE: Smith – absent, McCarrick – yes, Maginnis – yes, Hofkin – yes, Drake – absent, Elliott – yes, S. Cunningham – yes, Farris – yes, M. Cunningham – yes. Motion carried.

- xiv) Motion by Keith McCarrick, seconded by Stephen L. Cunningham, to approve the **execution of a letter of authorization for payment for "Additional Services" under the contract with Breslin Ridyard Fadero Architects** at the hourly rates as specified in the contract on the New Middle School. VOTE: Smith – absent, McCarrick – yes, Maginnis – yes, Hofkin – yes, Drake – absent, Elliott – yes, S. Cunningham – yes, Farris – yes, M. Cunningham – yes. Motion carried.

Motion by Stephen L. Cunningham, seconded by Judy Maginnis, to approve **Action Items xv) through xx):**

- xv) Motion to approve the **architectural design and construction services administration and the mechanical and electrical design and construction phase services for the High School entrance improvements in the amount of \$17,280 with Muhlenberg Greene Architects** of Wyomissing, PA. (Attachment H). VOTE: Smith – absent, McCarrick – yes, Maginnis – yes, Hofkin – yes, Drake – absent, Elliott – yes, S. Cunningham – yes, Farris – yes, M. Cunningham – yes. Motion carried.
- xvi) Motion to approve the **list of vehicle drivers provided by Coventry Transportation and Norman's Bus Service Inc.** (Attachment I). VOTE: Smith – absent, McCarrick – yes, Maginnis – yes, Hofkin – yes, Drake – absent, Elliott – yes, S. Cunningham – yes, Farris – yes, M. Cunningham – yes. Motion carried.
- xvii) Motion to approve **Norman's Bus Service Inc. Contract for the 2019-20 school year.** VOTE: Smith – absent, McCarrick – yes, Maginnis – yes, Hofkin – yes, Drake – absent, Elliott – yes, S. Cunningham – yes, Farris – yes, M. Cunningham – yes. Motion carried.

- xviii) Motion to approve the **Bus Status Contract with Box Clever for a three year period at the annual price of \$4,000.00**. This will allow the status of buses to be accessed by parents, students, and staff from mobile devices and computers.
- xix) Motion to approve **Change Order EC-014 with Albarell Electric, Inc.** in the **amount of \$5,863.66** to raise pump alarm, install outlets, data jacks, quad outlet and phone at the Middle School.
- xx) Motion to approve **Change Order EC-015 with Albarell Electric, Inc.** in the **amount of \$14,924.49** for premium portion of overtime at the Middle School.

VOTE: Smith – absent, McCarrick – yes, Maginnis – yes, Hofkin – yes, Drake – absent, Elliott – yes, S. Cunningham – yes, Farris – yes, M. Cunningham – yes. Motion carried.

Motion by Stephen L. Cunningham, seconded by Keith McCarrick, to approve **Action Items xxi) through xxvi)**:

- xxi) Motion to approve **Change Order GC-014 with Boro Developers, Inc. in the deduct amount of (\$2,483.94)** to replace the damaged electrical contractor's pre-cast site light base at the Middle School.
- xxii) Motion to approve **Change Order GC-015 with Boro Developers, Inc. in the amount of \$1,244.76** for premium time for R.L. Reppert at the Middle School.
- xxiii) Motion to approve **Change Order GC-026 with Gordon H. Bayer, Inc. in the amount of \$33,186.79** for patching and wall infill due to existing conditions and exposed pipes and duct work at the 4th & 5th Grade Center.
- xxiv) Motion to approve **Change Order GC-027 with Gordon H. Bayer, Inc. in the amount of \$4,209.79** for the installation of a door between Rooms 106 and 108 at the 4th & 5th Grade Center.
- xxv) Motion to approve **Change Order GC-028 with Gordon H. Bayer, Inc. in the amount of \$2,633.79** for the lamination of three walls in Room 105 to encapsulate asbestos glue on the walls at the 4th & 5th Grade Center.
- xxvi) Motion to approve **Change Order GC-029 with Gordon H. Bayer, Inc. in the amount of \$469.29** to remake a section of countertop in the faculty room due to a pipe found in the existing wall resulting in a need to shift the new wall at the 4th & 5th Grade Center.

VOTE: Smith – absent, McCarrick – yes, Maginnis – yes, Hofkin – yes, Drake – absent, Elliott – yes, S. Cunningham – yes, Farris – yes, M. Cunningham – yes. Motion carried.

### **BUSINESS REPORTS**

Motion by Stephen L. Cunningham, seconded by Mike W. Elliott, to approve the **payment of bills, in the amount of \$1,707,080.69 from the General Fund**. VOTE: Smith – absent, McCarrick – yes, Maginnis – yes, Hofkin – yes, Drake – absent, Elliott – yes, S. Cunningham – yes, Farris – yes, M. Cunningham – yes. Motion carried.

Motion by Stephen L. Cunningham, seconded by John L. Farris, to approve the payment of bills **in the amount of \$2,006,800.87 from the Capital Projects & Capital Reserve Accounts.** VOTE: Smith – absent, McCarrick – yes, Maginnis – yes, Hofkin – yes, Drake – absent, Elliott – yes, S. Cunningham – yes, Farris – yes, M. Cunningham – yes. Motion carried.

#### **NEW FOLLOW UP ITEMS**

Mrs. Cunningham asked to have an update on the bus software once it is implemented.

Mrs. Smith returned to the Board table.

Motion by Stephen L. Cunningham, seconded by Raeann B. Hofkin, to approve the **Per Capita Exonerations.** VOTE: **Smith – abstain**, McCarrick – yes, Maginnis – yes, Hofkin – yes, Drake – absent, Elliott – yes, S. Cunningham – yes, Farris – yes, M. Cunningham – yes. Motion carried.

#### **PUBLIC COMMENTS**

None

#### **BOARD COMMENTS**

Stephen Cunningham thanked Joan Smith and John Farris for all their hard work and dedication over the years and wished them both well.

John Farris stated that since May every time there has been a resignation or retirement it has been asked if an exit interview was held and that he has not heard that questioned asked anymore. He asked if we were discontinuing that or if no one was interested anymore. Raeann Hofkin responded that she believes it is because Kerry Drake was not there right now. Georgiann Fisher said they are definitely still interested in exit interviews. Mike Elliott asked if that is still part of the process and Mrs. Fisher said yes, but that she cannot speak for the summer before, and from May until August 12<sup>th</sup>, she cannot speak to, but from August 12<sup>th</sup> until current it is part of the process. Mrs. Fisher also said that people do not always participate but that they are given the option.

#### **ADJOURNMENT**

Motion by Stephen L. Cunningham, seconded by Raeann B. Hofkin, that **the meeting be adjourned at 9:25 p.m.** VOTE: **Smith – abstain**, McCarrick – yes, Maginnis – yes, Hofkin – yes, Drake – absent, Elliott – yes, S. Cunningham – yes, Farris – yes, M. Cunningham – yes. Motion carried.

---

Sandra M. Kassel, Board Secretary