

UPPER PERKIOMEN SCHOOL DISTRICT

ANNUAL REORGANIZATION OF BOARD OF SCHOOL DIRECTORS DECEMBER 4, 2023, 7:00 pm

AGENDA

- I. Call to Order by Past President
 - Called to order at 7:04 p.m.
- II. Pledge of Allegiance
- III. Public Comments
 - None
- IV. Election of Temporary President
 - Keith McCarrick nominated JP Prego
 - Vote 9-0
- V. Oaths of Office
 - Judge Coggins presided over the oath of office for each Board member elected and re-elected
- III. Election of Officers
 - A. President
 - Keith McCarrick nominated Melanie Cunningham
 - Vote 9-0
 - B. Vice-President
 - Keith McCaririck nominated Peg Pennepacker
 - Elizabeth Fluckey nominated Keith McCarrick
 - Peg Pennepacker won 6-3
- IV. Adjournment
 - **Motion to Adjourn Keith McCarrick**
 - **Second Motion JP Prego**
 - **7:15 p.m.**

Upper Perkiomen School District

December 4, 2023 - 7:00 p.m. Board Meeting Minutes

I. CALL TO ORDER 7:15 p.m.

- A. Roll Call
Emily McCormick, Trina Schaarschmidt, Keith McCarrick, Sarah Bieber, Melanie Cunningham, Peg Pennepacker, Elizabeth Fluckey, JP Prego and Leah Cianfrani
- B. Introductions of Staff Drew Bishop, Georgiann Fisher, Dr. Andrea Farina, Dr. Allyn J. Roche and Megan Moyer
- C. Others in attendance Kyle Somers and Christopher Montes

II. BOARD PRESIDENT'S REPORT

- Hereford playground dedication was great
- Joint PTFS craft show was well organized and a success
- Welcome to all new Board members

III. SUPERINTENDENT'S REPORT

- Middle School Career Fair was well attended, Kate Coleman, owner of Raw Replenish, was the keynote speaker
- High School athletic signing event
- Hereford Playground Ceremony
- Middle School Turkey Trot
- Marlborough students made cards for the Meals on Wheels program
- Walt Street Journal, a monthly online newsletter, was started at the High School
- Community Conversations with Dr. Roche
- Reviewed the School Closing and Delay options due to inclement weather, if needed

IV. STUDENT REPRESENTATIVE TO THE BOARD REPORT

- Winter sports started this week
- Girls Wrestling had their first scrimmage
- FBLA New York City field trip coming up
- Winter Band and Orchestra Concert December 12th
- Winter Choir concert on December 19th
- Winter Break December 20th thru January 1st

V. SOLICITOR'S REPORT/SUNSHINE ACT ANNOUNCEMENTS

- Reviewed public comment sections on the agenda

VI. PRESENTATIONS/DISCUSSION

- None

VII. PUBLIC COMMENTS ON ACTION ITEMS

- None

VIII. APPROVAL OF AGENDA**Motion to Approve - Keith McCarrick****Second Motion - Peg Pennepacker****Vote - 9-0****IX. APPROVAL OF MINUTES**

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

Motion to Approve - Keith McCarrick**Second Motion - Emily McCormick****Vote - 9-0****X. OLD BUSINESS**

- A. Per Capita Tax
 - Move this item back to Finance Committee agenda

XI. NEW BUSINESS**A. PERSONNEL REPORT****i) RETIREMENTS**

- (1) **Sue Coffey**, Hereford Second Grade Teacher, submitted her intent to retire her position with the district at the end of the 2023-2024 school year.

ii) RESIGNATIONS

- (1) **Ana Goodrich**, Custodian, resigned from her position with the district, effective November 21, 2023.
 (2) **Gail Feather**, Cafeteria/Playground Aide, resigned from her position as a Cafeteria/Playground Aide, effective October 30, 2023.
 (3) **Janet Farrington**, Paraprofessional, resigned her position with the district, effective November 28, 2023.

iii) APPOINTMENTS**(1) PROFESSIONAL STAFF**

- (a) **Thomas Horner**, Long-Term Substitute, extension of substitute duties as assigned by the District until the end of the 2023-24 school year.
 (b) **Julian Brown**, Long Term Substitute High School Math Teacher, to be hired effective December 11, 2023 through the end of the 2023-2024 school year, subject to review of employee history and required clearances at Bachelor's, Step 1 for the 2023-2024 school year.

(2) SUPPORT STAFF

- (a) **Eileen Campbell**, Administrative Assistant to the HR Department, to be hired, effective date TBD, subject to review of required employment history and clearances at \$18.00/hour for the 2023-2024 school year.

- (b) **Joanna Nguyen, Full-Time Custodian**, to be hired, effective date to be determined, subject to review of required employment history and clearances at \$16.50/hour for the 2023-2024 school year.

(3) **SUPPLEMENTAL POSITIONS**

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

Area	Position	Name	Schedule	Salary
MS Drama	Drama/ Musical Director- MS Assistant	Elias Bell	B	\$960.00
MS Drama	Drama/Musical Director MS Assistant	Jeff Karom	B	\$960.00
HS Baseball	Head Baseball Coach	Bobby Saeger	N/A	\$5842.00
MS WEB	WEB Advisor	Matthew Long (66.6% - Contract 1)	B	\$640.00
MS WEB	WEB Advisor	Katrina Harman (66.6% - Contract 2)	B	\$640.00
MS WEB	WEB Advisor	Brianna Martinez (33.3% - Contract 1) (33.3% - Contract 2)	B	\$640.00

(b) **CURRICULUM WRITERS** for the 2023-2024 school year:

Writer	Course/Grade Level	New or Revision	Pay Rate
Brian Hansley	English 10 Honors	Revision	\$900
Brian Hansley	English 10 Academic	Revision	\$900

(c) **WEBMASTERS**, \$550 Extramural Contract, for the 2023-2024 school year:

- (i) Tom Guellich (Hereford)
- (ii) Matt Lippincott (Marlborough)
- (iii) Matt Lippincott (4th and 5th Grade Center)

(d) **TENURE STATUS**

- (i) Katelyn Patrick
- (ii) Stephanie Ruane

iv) **LEAVES OF ABSENCE**

- (1) **Shannon Noska**, approve intermittent Family and Medical Leave, beginning on September 22, 2023, for up to 12 weeks, as needed.

Motion to Approve in its Entirety - Keith McCarrick

Second Motion - Emily McCormick

Vote - 9-0

XII. ACTION ITEMS

- A. Motion to approve the 2024 School Board Meeting and Workshop Dates. ([Attachment B](#))

Motion to Approve - Keith McCarrick

Second Motion - JP Prego

Vote - 9-0

- B. Election of a Upper Perkiomen School Board representative on the Western Montgomery County Career & Technical Center's Joint Operating Committee for a three-year term to expire December, 2026.

Motion to Approve - Keith McCarrick nominated Sarah Bieber

Second Motion - Trina Schaarschmidt

Vote - 9-0 to approve Sarah Bieber

- C. Between this meeting and the next meeting of the Board scheduled for January 11, 2024, the Board of School Directors authorizes the Superintendent to take action on behalf of and in the name of the District for the following purpose:

- i) Hiring of support staff, teachers and other administrative employees for open budgeted positions where the failure to hire prior to January 11, 2024 could impair the ability of the District to attract the best candidates for such open and budgeted positions. Such action shall be ratified by the Board at its meeting on January 11, 2024.

Motion to Approve - Emily McCormick

Second Motion - Keith McCarrick

Vote - 9-0

- D. Motion to approve Tri-Boro Fencing Contractors Inc. to complete improvements to the Upper Perkiomen High School Varsity Softball Field (Outfield and Baseline Fencing - \$35,569 and First Base Safety Netting - \$38,998 - Costars Pricing) as recommended by the Finance Committee for a total project not to exceed \$74,567.

([Attachment C](#)) ([Attachment D](#))

Motion to Approve - Emily McCormick

Second Motion - JP Prego

Vote - 9-0

- E. Motion to approve an agreement with CivicPlus (Monsido Standard Package) for ADA compliance and accessibility enhancements to the UPSD website as recommended by the Communications Committee for a first year cost / investment of \$3,950 (annual recurring service cost of \$4,600 subject to renewal). ([Attachment E](#))
- **The motion was amended to change the first year cost/investment of \$3950 to \$2800**
- Motion to Approve - Keith McCarrick**
Second Motion - JP Prego
Vote - 9-0
- F. Motion to approve a revised job description for a combined Accounts Payable / Tax Clerk position with responsibilities and duties located at the Education Center. Current staffing structure has separate positions for these duties and this revised position combines both roles into a single position. ([Attachment F](#))
- Motion to Approve - Keith McCarrick**
Second Motion - JP Prego
Vote - 9-0
- G. Motion to approve Caroline Rebecca Finacchio, current Tax Clerk/Bookkeeper, to the position of Accounts Payable/Tax Clerk, at an initial starting rate of \$24.00 per hour effective December 4, 2023.
- Motion to Approve - Keith McCarrick**
Second Motion - JP Prego
Vote - 9-0
- H. High School Overnight Trip:
- i) Motion to approve eligible members of the High School Wrestling Team to attend a Tournament at Penn Manor High School, Millersville, PA, December 8-9, 2023.
- Motion to Approve - Peg Pennepacker**
Second Motion - Keith McCarrick
Vote - 9-0
- I. Motion to approve the following Krise Staff for 2023-2024:
- i) Stephanie Hagenbuch
- Motion to Approve - JP Prego**
Second Motion - Keith McCarrick
Vote - 9-0

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

- A. Operating Reports - Due to the date of December's meeting, November's reports will be included with December's reports in the January agenda.
 - B. Bills
 - i) General Funds Expenditures
 - ii) Capital Funds Expenditures
- Motion to Approve - Keith McCarrick**
Second Motion - Emily McCormick
Vote - 9-0

XIV. NEW FOLLOW UP ITEMS**XV. PUBLIC COMMENTS**

- Raeann Hofkin - Thanked Director Cunningham for Presidency

XVI. BOARD COMMENTS

- Emily McCormick - Thanked all that helped to make the Holiday Bazaar a huge success
- Dr. Roche - Board binders will be distributed after the meeting
- Sarah Bieber - Thanked all on the Board for being so welcoming

XVII. ADJOURNMENT 7:43 p.m.

Motion to Approve - Keith McCarrick
Second Motion - JP Prego
Vote - 9-0

FUTURE BOARD & COMMITTEE MEETINGS			
School Board Meeting	01/11/24	7:00 pm	Education Center
Educational Programs & Services Committee Meeting	01/18/24	6:00 pm	Education Center
Policy Committee Meeting	01/22/24	5:00 pm	Education Center
Finance Committee Meeting	01/22/24	6:00 pm	Education Center
Communication Committee Meeting	01/25/24	6:00 pm	Education Center
School Board Workshop	01/25/24	7:00 pm	Education Center
Extracurricular Committee Meeting	01/29/24	6:00 pm	Education Center
Facilities Committee Meeting	01/29/24	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.