

UPPER PERKIOMEN SCHOOL DISTRICT
2229 East Buck Road
Pennsburg PA 18073

March 8, 2018

CALL TO ORDER

The regular meeting of the Board of School Directors of the Upper Perkiomen School District was called to order by President Dr. Kerry A. Drake, at 7:05 p.m. at the Upper Perkiomen Education Center.

The following Board members attended: Joan T. Smith, James C. Glackin, Judith Maginnis, Raeann B. Hofkin, Dr. Kerry A. Drake, Mike W. Elliott, Stephen L. Cunningham, Dr. John L. Farris, and Melanie R. Cunningham. Administration in attendance were: Alexis McGloin, EdD., Andrea Farina, EdD., Ashley Kitten, and Sandra M. Kassel. Others in attendance were: Kenneth A. Roos, Dyan Hipszer, George Reigle, Hope Manion, Maggie Buckwalter, and Kaye Yurik.

BOARD PRESIDENT'S REPORT

Dr. Drake reported that a productive Board retreat was held this past weekend, a half day was spent going through group activities on teamwork that were facilitated by a business oriented trainer and an MCIU facilitator. Dr. Drake said that through the two teambuilding activities he was able to get to know his fellow board members better and he believed that would be a useful step in becoming a more effective governing board.

Dr. Drake spoke more about the committees and the committee meetings. He said that separate committees meeting would be held instead of the committees of the whole. He felt the structure allowed everyone to learn more and get more done and that there was much more time to dedicate on the topic in a committee. Dr. Drake talked about attending the committee meetings and said he was very pleased with the discussions he heard and also with the public's attendance at the meetings and he hoped that continued.

SUPERINTENDENT'S REPORT

Dr. McGloin announced that there were minor changes on the agenda from what was posted earlier.

Dr. McGloin said there was a motion on the agenda to pursue the ACE Grant that required the district to obtain LEED Gold status for the new middle school and that D'Huy Engineering would applying for the grant on behalf of the district.

Dr. McGloin talked about the district calendar and the fourth snow day and said that it looked like a day would be added on at the end of the school year. She stated the board would get an updated calendar in April to approve with the change of date.

Dr. McGloin announced that there were several high school students who were finalists in state championships. Jared Kuhns competed at the state level for wrestling, and Kyle Kovalenko, Cameron Junk, Joel Williams, Trevor Cairns, Noel Fresa, and Bailey McCausland were all state qualifiers in swimming. The Cheerleaders finished sixth in states for the winter sports season.

Dr. McGloin announced that the district would be holding different school safety meetings. She would be holding a Superintendent's Forum on School Safety on March 19th, the location was still to be determined. ALICE training parents meetings would be held for each school, April 4 – High School, April 10 – Middle School, April 16 – Marlborough, and April 17 – Hereford, at the high school. Dr. McGloin said the focus would be on each school with regard to the implementation of ALICE. She also stated that parents could attend any meeting if they were unable to make the one for their student's school.

PRESENTATIONS/DISCUSSION

A. Special Education Plan – George Reigle (*Presentation – Board Only*)

Mr. George Reigle presented the Special Education Plan that needed to be submitted to the state every three years. The Plan listed and explained all services that were offered in the district and a plan for the future. Mr. Reigle said the plan would be posted and available to the public for

twenty-eight days before being submitted to PDE. He asked that the board approve the plan at the April board meeting.

B. Board Policy Revisions/Additions/Deletions – First Readings. (Attachment A)

Raeann Hofkin said the policy committee met on February 26, 2018 and the next meeting was scheduled for March 26, 2018. Mrs. Hofkin spoke about the following policies: Policies 000, 005, 007 and 808 were all being updated. Policies 009 and 808.1 would be retired and Policy 702 was reviewed.

- a. Policy No. 000 – Board Policies/Procedures/Administrative Regulations (Currently 009)
 - b. Policy No. 005 – Organization
 - c. Policy No. 007 – Policy Manual Access
 - d. Policy No. 009 (Retire)
 - e. Policy No. 702 – Gift, Grants, Donations
 - f. Policy No. 808 – Food Service - Updating
 - g. Policy No. 808.1 - Free/Reduced-Price Meals and Free Milk (Retire)
- Policy 800 AR – Records Management was on the agenda to be voted on.

SOLICITOR’S REPORT/SUNSHINE ACT ANNOUNCEMENTS

Mr. Roos announced that no Executive Sessions were held.

APPROVAL OF AGENDA

Motion by Stephen L. Cunningham, seconded by John L. Farris, to approve **the agenda as presented**. Motion carried; all voted aye.

COMMITTEE REPORTS

- A. Special Education Committee – Judy Maginnis
Mrs. Maginnis announced that the next committee meeting was scheduled for Tuesday, April 10th. Mrs. Maginnis said there was progress to be made but the committee was excited for the direction that special education was moving.
- B. Curriculum/Technology Committee – James Glackin
Mr. Glackin reported that at last month’s meeting the committee went through most of the mission and vision statement. He announced that the next meeting was scheduled for March 26th and he hoped to cover schoolwide and district data.
- C. Facilities Committee – Melanie Cunningham
Mrs. Cunningham reported that a meeting was held on Tuesday, March 6th and the attendees participated in a walk-through tour of the middle school. She announced that the next meeting was scheduled for March 19th at the Education Center, and would consist of a follow-up to the walk-through tour. Mrs. Cunningham also reported that the committee adopted a mission statement.
- D. Policy Committee – Raeann Hofkin
Mrs. Hofkin said that the committee would be adopting their mission statement at the next meeting.
- E. Board Communication Line – Mike Elliott
Mr. Elliott reported that comments that come in are routed on to the Board members. He also said he would like to set up a meeting soon and discuss how open, honest and respectful conversations not only helped everyone move forward but also brought the community together.

- F. Western Montgomery Career & Technology Center – James Glackin
Mr. Glackin reported that the JOC met on Monday. He spoke about funding staff received, the many applications received for students for next years program and also about applying for the summer camp program.
- G. Montgomery County Intermediate Unit – Dr. Kerry Drake
Dr. Drake again announced that at the last meeting a discussion on remodeling the former MCIU buildings occurred. Dr. Drake asked that a future discussion be had about the current middle school being used for programs after the renovations.
- H. Legislative Liaison Report – Judy Maginnis
Mrs. Maginnis reported that the School Directors Legislative Committee met on February 21. She reminded board members that the Regional Safe School Symposium was scheduled for April 5, and PSBA Day on the Hill was April 16. Mrs. Maginnis spoke about the Legislative Committee and their recommendations for school boards on Senate Bill 2.
- I. Upper Perkiomen Education Foundation – Mike Elliott
Mr. Elliott said the board members of the Foundation met and they were hoping to fill the part-time Executive Director position. Ms. Kitten said the position was going to be reposted.
- J. Regional Planning Commission Representative – Melanie Cunningham
Mrs. Cunningham said a meeting was not held this month.

MINUTES

A. Motion by Mike W. Elliott, seconded by Stephen L. Cunningham, to approve the **Regular School Board Meeting Minutes of February 8, 2018**. (Attachment A). VOTE: Smith – yes, Glackin – yes, Maginnis – yes, **Hofkin – no**, Drake – yes, Elliott – yes, S. Cunningham – yes, Farris – yes, M. Cunningham – yes. Motion carried.

OLD BUSINESS

Dr. McGloin reported that there was a question about seed on a previous invoice and the answer was that the seed was for the basin in the back at the new middle school location.

NEW BUSINESS - PERSONNEL REPORT

Motion by Mike W. Elliott, seconded by James C. Glackin, to approve the **Personnel Report as presented**:

I. RETIREMENTS

1. SUPPORT STAFF

- a. **Donald F. Fillman**, Part-Time Custodian at Marlborough Elementary School, effective June 15, 2018.

II. RESIGNATIONS

1. PROFESSIONAL STAFF

- a. **William J. Dreisbach**, Physical Education Teacher at the Middle School, effective April 27, 2018.

2. SUPPORT STAFF

- a. **Caroline R. Finacchio**, Paraprofessional at the High School, effective March 16, 2018.

III. APPOINTMENTS

1. PROFESSIONAL STAFF

- a. **Nicole A. Foreman**, Extended Per Diem Substitute Teacher, effective March 12, 2018, through approximately March 27, 2018, to be hired subject to required

employment history review. Nicole will be substituting for Molly Storti who will be on a leave.

- b. **Jared J. Rogers**, Long Term Substitute Technology Education Teacher at the Middle School, effective February 20, 2018, through the remainder of the 2017-2018 school year, to be hired subject to required employment history review. Jared will be replacing Philip Grigonis who resigned.
- c. **Dana M. Schoettle**, Extended Per Diem Substitute Teacher, effective February 26, 2018, through approximately April 9, 2018, to be hired subject to required employment history review. Dana will be substituting for Jennifer Hart who will be on a leave.

2. SUPPORT STAFF

- a. **Melanie S. Carra**, Paraprofessional at the High School, effective March 12, 2018, to be hired subject to required employment history review, at \$11.90/hour, per the Part-Time Support Staff Agreement. Melanie will be replacing Jaime Rutkowski who resigned.
- b. **Charles R. Croak, Jr.**, Full-Time Custodian at the Middle School, effective February 26, 2018, to be hired subject to required employment history review, at \$11.90/hour, per the Maintenance and Custodial Staff Agreement. Charles will be replacing Linda Dugan who retired.
- c. **Holly L. Yabroski**, Temporary Administrative Support, from February 12, 2018, through June 30, 2018, to work 5 hours a day, not to exceed 30 hours per week, at \$13.50/hour.

IV. HOMEBOUND INSTRUCTOR/INSTRUCTION IN THE HOME, effective for the 2017-2018 school year:

- 1. Christa M. Paul
- 2. Stacie M. Stoops

V. SATURDAY DETENTION/SUSPENSION PROCTORS for the 2017-2018 school year (4 hours/day, as needed) at the hourly rate per the professional agreement:

Middle School

- 1. Nickole C. Hart

VI. SUPPLEMENTAL SALARY POSITIONS for the 2017-2018 school year:

Area	Position	Name	Salary	
Track	MS Assistant Coach	Kristina Olson-Berryman	\$1,989	B
Lacrosse	Assistant HS Coach	Lindsey Brust* (50%)	\$1,634.50	B
Lacrosse	Assistant HS Coach	Megan Smolinski (50%)	\$1,634.50	B
Lacrosse	MS Coach	Rachel Austin*	\$2,336	B

*subject to required employment history review

VII. ATHLETIC DEPARTMENT WORKERS. Positions include announcers, scorers, ticket sellers, timers and starters:

- 1. Rachel K. Plank

VIII. LEAVES OF ABSENCE

- 1. **Tammy G. Day**, approve a **Family Medical Leave** of absence from February 1, 2018, through approximately March 27, 2018.
- 2. **Angela M. Fluck**, approve a **Family Medical Leave** of absence from approximately April 20, 2018, through the end of the 2017-2018 school year.
- 3. **Theresa M. Schlatterer**, approve a **Family Medical Leave** of absence from the beginning of the 2018-19 school year through approximately November 13, 2018.

Motion carried; all voted aye.

ACTION ITEMS

1. Motion by Stephen L. Cunningham, seconded by John L. Farris, to approve **the Upper Perkiomen School District 2018-2019 Academic School Calendar** (Attachment C). VOTE: Smith – yes, Glackin – yes, Maginnis – yes, **Hofkin – no**, Drake – yes, Elliott – yes, S. Cunningham – yes, Farris – yes, M. Cunningham – yes. Motion carried.

Motion by Stephen L. Cunningham, seconded by John L. Farris, to approve **Action Items 2, 3 and 4:**

2. Motion to approve the following **Administrative Regulation revision:**
 - a. 800 AR – Records Management (Attachment D)
3. Motion to approve the **resolution requesting an Alternative and Clean Energy Program Grant of \$2,000,000** from the Commonwealth Financing Authority to be used for the new Grade 6-7-8 Middle School Project. (Attachment E)
4. Motion to approve the **Montgomery County Intermediate Unit Budgets for July 1, 2018 to June 30, 2019**. Upper Perkiomen's share is a 0.29% increase or \$103.00 for a total of \$35,927.

Motion carried; all voted aye.

5. Motion by Melanie R. Cunningham, seconded by Stephen L. Cunningham, to approve **Gross and Landmark (G&L) Transportation for temporary transportation administrative services through June 30, 2018**, at a rate of \$710.00 per week. Motion carried; all voted aye.

6. Motion by Mike W. Elliott, seconded by Judy Maginnis, to approve **middle and high school student finalists of the Regional TSA Conference in February, 2018, to attend the TSA States Conference in Champion, Pennsylvania, April 18 - April 21, 2018**. VOTE:

BUSINESS REPORTS

Motion by Stephen L. Cunningham, seconded by Joan T. Smith, to approve the **payment of bills, in the amount of \$1,011,416.29 from the General Fund**. Motion carried; all voted aye.

Motion by Mike W. Elliott, seconded by Judy Maginnis, to approve the payment of bills **in the amount of \$1,240.00 from the Capital Projects Account and in the amount of \$289,014.98 for GO Bond 2017, and in the amount of \$17,292.22 for Capital Reserve Account**. VOTE: Smith – yes, Glackin – yes, Maginnis – yes, **Hofkin – no**, Drake – yes, Elliott – yes, S. Cunningham – yes, Farris – yes, M. Cunningham – yes. Motion carried.

NEW FOLLOW UP ITEMS

The board had a question about an item on the D'Huy Engineering invoice, surplus breakdown, the construction draw-down schedule, policies on next board agenda and requested an update on the personal learning plan.

PUBLIC COMMENTS

Hope Manion, Hereford Township, had questions about security at the schools, she asked what is the ALICE training and talked about a call to action plan she recently read about.

Maggie Buckwalter, Upper Hanover Township, asked if there is a plan for tiered instruction at the middle school level.

Kaye Yurik, Marlborough Township, asked if the climate survey was given to students, staff and parents.

BOARD COMMENTS

Melanie Cunningham wished Jared Kuhns well at wrestling. Mrs. Cunningham expressed her delight at seeing the middle school play and congratulated all involved.

Raeann Hofkin also expressed how great the middle school play was. Mrs. Hofkin asked about outsourcing snow shoveling and said she would like to see administration start the process of going out to bid for legal services.

Mike Elliott asked if middle school enhanced ELA could be discussed at the curriculum and instruction committee meeting.

James Glackin also said how good the middle school play was and announced that the high school show was also that weekend and encouraged people to attend. Mr. Glackin recognized a young man in the audience who was there working on his merit badge.

Mike Elliott talked about the high school students achievements in sports and education and credited the youth programs for their success.

ADJOURNMENT

Motion by Stephen L. Cunningham, seconded by John L. Farris, that **the meeting be adjourned at 8:40 p.m.** Motion carried; all voted aye.

Sandra M. Kassel, Board Secretary