

UPPER PERKIOMEN SCHOOL DISTRICT
2229 East Buck Road
Pennsburg PA 18073

ATTACHMENT A

May 11, 2017

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. John L. Farris, at 7:00 p.m. in the Upper Perkiomen School District Education Center.

The following Board members attended: Mike W. Elliott (8:25 pm.), Raeann B. Hofkin, Wilfred E. Pike, Joan T. Smith, Dr. John L. Farris, John L. Gehman, Jonathan A. Warren, Kimberly A. Baccari and Dr. Kerry A. Drake. Administration in attendance were: Alexis McGloin, EdD, Ashley Kitten, Judith Clark, Sandra M. Kassel, and Andrea Farina, EdD. Others in attendance were: Ken Roos, Dyan Hipszer, Keith McCarrick, Ray Camburn, Mark Mancini, Steve Stracka, Kenneth Miller, Cathy Davidson, and Melanie Cunningham.

SUPERINTENDENT'S REPORT

Dr. McGloin reported that in conjunction with the X-lab high school students collaborated with Hereford Elementary students and created outside benches. The students next project will be to work with Marlborough Elementary students to create bridge to walk over a marshy area out to the fields.

Dr. McGloin announced that next year report cards would be delivered electronically for Grades K through 12. A pilot was done this year at the Middle School level. She also announced that all new registrations would be through an on-line process.

Dr. McGloin spoke about new immunization requirements that were required at the state level. A provisional grace period would no longer be in place. If students did not have their immunizations on the first day of school they would not be permitted to start. An update was sent out to parents in our district.

Dr. McGloin congratulated the High School Girls softball team for their 18-2 record, winning the Frontier League this year and for being ranked #2 in the PAC-10.

SOLICITOR'S REPORT

Mr. Ken Roos announced that executive sessions were held on April 18, 2017 regarding personnel, on April 27, 2017 regarding Act 93 agreement and personnel, and on May 3, 2017 regarding Act 93, personnel and labor and relations matters.

PRESENTATIONS/DISCUSSIONS

- A. Policy Revisions/Adoptions – First Readings: (Attachment A)
 - 1. No. 204 & AR – Attendance
 - 2. No. 218.2 & AR – Terroristic Threats/Acts
 - 3. No. 233 & AR – Suspension and Expulsion

Mrs. Smith said that the policy committee met on May 2, 2107 and reviewed policies that needed revisions, and one policy was on the agenda for approval. Dr. McGloin reported on the policies and the need for the revisions. She said that the Attendance Policy's revision was due to the state updating the truancy laws and that the district policy needed to align with the new regulations that go into effect at the start of the new school year. More definitions were added to the Terroristic Threats and Suspension and Expulsion policies to align them with the law. Dr. McGloin said that the committee worked with Mr. Roos' firm on those policies. Dr. McGloin reported that Policy 707AR was on the agenda for approval. The AR would allow for facility use on Sundays across the district, with a custodial fee added on.

Sandy Kassel – Proposed 2017-2018 Budget Presentation

Mrs. Kassel presented an in-depth power point of the 2017-18 Proposed Budget. She explained the budget process, expenditure adjustments, highlights, and summaries. She talked

about the local, state and federal revenues and explained the millage calculations, homestead calculations, market values and the taxpayers millage calculations.

PUBLIC COMMENTS ON AGENDA ITEMS

Dr. John Farris read a statement regarding public comments.

Keith McCarrick, Pennsburg, asked if the number changes in the ERIP was reflected in the budget. Mr. McCarrick asked what the current fund balance was and how much was spent in solicitor's bills that was not covered in the basic compensation.

Dr. McGloin, and Sandy Kassel responded to the comments.

COMMITTEE REPORTS

- A. Facilities Committee – Will Pike
Mr. Pike reported that Action Item J approved PlanCon F.
- B. Special Education Committee – Dr. Kerry Drake
Dr. Drake stated there was no meeting. He asked for time at the next Workshop to discuss the Special Education identification numbers.
- C. Policy Committee – Joan Smith
Report given at Policy presentation
- D. Board Communication Line – Mike Elliott
No report
- E. Western Montgomery Career & Technology Center – John Gehman
Mr. Gehman reported that the Board would be voting to approve Upper Perkiomen's portion of the WMCTC budget.
- F. Montgomery County Intermediate Unit – Dr. Kerry Drake
Dr. Drake reported that grants were discussed at the MCIU meeting.
- G. Legislative Liaison – Kimberly Baccari
Ms. Baccari said the House was in budget talks. House bills were being discussed.
- H. Upper Perkiomen Regional Planning Commission – Kimberly Baccari
No report.
- I. Upper Perkiomen Education Foundation – Mike Elliott
No report.

MINUTES

A. Motion by John L. Gehman, seconded by Jonathan A. Warren, to approve the **Regular School Board Meeting Minutes of April 6, 2017** (Attachment B). VOTE: Elliott – absent, **Hofkin – no**, Pike – yes, Smith – yes, Gehman – yes, Farris – yes, Warren – yes, Baccari – yes, Drake – yes. Motion carried.

PERSONNEL REPORT

Motion by Jonathan A. Warren, seconded by Joan T. Smith, to approve the **Personnel Report as presented:**

A. RETIREMENTS

1. PROFESSIONAL STAFF

- a. **Kathryn K. Ramspacher**, Speech and Language Therapist for the District, effective the last contracted professional day of the 2016-2017 school year.

2. SUPPORT STAFF

- a. **Maryann Hale**, Part-Time Food Service Staff Member at Hereford Elementary School, effective the last student day of the 2016-2017 school year.

B. APPOINTMENTS

1. **SATURDAY DETENTION/SUSPENSION PROCTOR** for the 2016-2017 school year (4 hours/day, as needed) at the hourly rate per the professional agreement:
 - a. High School
 1. Tammy Day

C. EXTENDED SCHOOL YEAR PROFESSIONAL EMPLOYEES, for a maximum of 25 hours per week, for the 2016-2017 school year. Rate based on professional contract.

<u>Name</u>	<u>Position</u>
Brenda Baxter	Teacher
Carol Corso*	Teacher
Jamye Keiser	Teacher
Robin Lerro	Teacher
Shannon Noska	Teacher
Tara Purcell	Teacher
Brenda Stephenson	Teacher
Christina Willett	Teacher

*Subject to required employment history review

D. EXTENDED SCHOOL YEAR SUPPORT STAFF EMPLOYEES, for a maximum of 25 hours per week, for the 2016-2017 school year.

<u>Name</u>	<u>Position</u>
Patricia Brennan-Bortz	PCA
Michele D'Ippolito	PCA
Caroline Finacchio	PCA
Anna Finn	1:1
Tamara Hawthorne	Paraprofessional
Susan Hetrick	PCA
Denise Landes	Paraprofessional
Monica Miller	PCA
Joy Pritchard	1:1
Emily Sicher	Paraprofessional
Shannon Sinclair	1:1
Brian Sirocka	1:1
Lisa Williams	PCA

E. PART-TIME CUSTODIAL STAFF FOR SUMMER SEASONAL EMPLOYMENT, for a maximum of 25 hours per week, effective June 15, 2017.

<u>Name</u>	<u>2016-2017 Rate</u>	<u>2017-2018 Rate</u>
Deborah Benner	\$8.42	\$10.71
Gina Bryan	\$9.74	\$10.71
Cara Harris	\$8.42	\$10.71
Rosemary Henry	\$9.74	\$10.71
Joshua Saylor	\$9.74	\$10.71

F. ATHLETIC DEPARTMENT WORKERS for the 2016-2017 school year. Worker positions include announcers, scorers, ticket sellers, timers and starters.

1. Cathy Bronsdon

G. PROFESSIONAL STAFF, curriculum writing for the 2015-2016 school year:

Role	Name	Rate
High School	Diane Grandizio	\$1,800

H. PROFESSIONAL STAFF, curriculum writing for the 2016-2017 and 2017-2018 school years, at \$1,800 per grade level (split evenly between grade level teachers at the elementary level):

Role	Name	Rate
Kindergarten	Sara Barnoski	\$900
	Heather Lindenmuth	\$900
First Grade	Stacy Swavely	\$900
	Lisa Greco	\$900
Second Grade	Matthew Stern	\$600
	Holly Francisco	\$600
	Kristen Weinstein	\$600
Third Grade	Nicole Peart	\$900
	Jacqueline Keller	\$900
Fourth Grade	Kaitlin Stec	\$900
	Christine Rice	\$900
Fifth Grade	Bonnie Scott	\$600
	Beth Bianco	\$600
	Kathryn Stallings	\$600

I. LEAVES OF ABSENCE

1. **Jamie L. Caverly**, approve a FAMILY MEDICAL LEAVE of absence from August 22, 2017, through approximately November 27, 2017.
2. **Lynn M. Friend**, approve a FAMILY MEDICAL LEAVE of absence from August 22, 2017, through approximately November 14, 2017.
3. **Bruce Schantz**, approve an EXTENSION to a FAMILY MEDICAL LEAVE of absence from April 17, 2017, through approximately June 15, 2017.
4. **Kathryn M. Steward**, approve an UNPAID LEAVE of absence from April 24 (p.m.), 2017, through approximately May 11, 2017.

Motion carried; all voted aye.

ACTION ITEMS

- A. Motion by Kimberly A. Baccari, seconded by Raeann B. Hofkin, to approve **the appointment/election of Dr. Andrea Farina as the Upper Perkiomen School District's Assistant Superintendent** effective July 1, 2017, in accordance with the attached resolution. (Attachment C). Motion carried; all voted aye.

- B. Motion by Jonathan A. Warren, seconded by Kimberly A. Baccari, to approve **the attached addendum to the 2016-2017 Early Retirement Incentive Plan** along with the contingent retirements. (Attachment D). Motion carried; all voted aye.
- C. Motion by Jonathan A. Warren, seconded by John L. Gehman, to approve **the following retirements per the terms of the 2016-2017 Early Retirement Incentive Plan addendum:**
1. PROFESSIONAL STAFF
 - a. **Susan J. Flanders**, Spanish Teacher at the High School, effective the last contracted professional day of the 2016-2017 school year. Retiring per terms of the 2016-2017 Early Retirement Incentive Plan.
 - b. **April L. Gaugler**, Reading Specialist at Marlborough Elementary School, effective the last contracted professional day of the 2016-2017 school year. Retiring per terms of the 2016-2017 Early Retirement Incentive Plan.
 - c. **Charles W. Horner**, Social Studies Teacher at the High School, effective the last contracted professional day of the 2016-2017 school year. Retiring per terms of the 2016-2017 Early Retirement Incentive Plan.
 - d. **Barbara B. Krogslund**, Spanish Teacher at the High School, effective the last contracted professional day of the 2016-2017 school year. Retiring per terms of the 2016-2017 Early Retirement Incentive Plan.
 - e. **Norma P. Reichenbach-Nichols**, Art Teacher at Hereford Elementary School, effective the last contracted professional day of the 2016-2017 school year. Retiring per terms of the 2016-2017 Early Retirement Incentive Plan.
 - f. **Ernest J. Quatrani, Jr.**, English Teacher at the High School, effective the last contracted professional day of the 2016-2017 school year. Retiring per terms of the 2016-2017 Early Retirement Incentive Plan.
 - g. **Sharon L. Schoelkopf**, Science Teacher at the High School, effective the last contracted professional day of the 2016-2017 school year. Retiring per terms of the 2016-2017 Early Retirement Incentive Plan.
 - h. **Vicki L. Thren**, Physical Education Teacher at the High School, effective the last contracted professional day of the 2016-2017 school year. Retiring per terms of the 2016-2017 Early Retirement Incentive Plan.
 - i. **David S. Williams**, Elementary Teacher at Hereford Elementary School, effective the last contracted professional day of the 2016 2017 school year. Retiring per terms of the 2016-2017 Early Retirement Incentive Plan.
 2. SUPPORT STAFF
 - a. **Wanda L. Reed**, 11- Month Elementary School Administrative Assistant at Marlborough Elementary School, effective June 30, 2017. Retiring per terms of the 2016-2017 Early Retirement Incentive Plan.
 - b. **Cynthia D. Robinson**, Cafeteria Manager at Hereford Elementary School, effective June 30, 2017. Retiring per terms of the 2016-2017 Early Retirement Incentive Plan.
 - c. **Bruce Schantz**, Full-Time Custodian at the Middle School, effective June 30, 2017. Retiring per terms of the 2016-2017 Early Retirement Incentive Plan.
 - d. **Glenn R. Swartley**, Full-Time Custodian at Marlborough Elementary School, effective June 30, 2017. Retiring per terms of the 2016-2017 Early Retirement Incentive Plan.

Motion carried; all voted aye.

Motion by Jonathan A. Warren, seconded by Kimberly A. Baccari, to approve **Action Items D and E:**

- D. Motion to approve **the attached addendum to the Part Time Support Staff Agreement to reflect benefit changes.** (Attachment E)
- E. Motion to approve the **attached addendum to the Food Service Staff Agreement to reflect benefit changes.** (Attachment F)

Motion carried; all voted aye.

- F. Motion by Jonathan A. Warren, seconded by John L. Gehman, to approve **the elimination of the District's Latin program as a result of substantial decline in class/course enrollments**, pursuant to Section 1124 of the Pennsylvania School Code, effective June 30, 2017. **The Board further approves the furloughing of Ellis Hudes, Latin Teacher effective June 30, 2017, due to the elimination of the Latin program.** VOTE: Elliott – absent, Hofkin – yes, Pike – yes, **Smith – abstain**, Gehman – yes, Farris – yes, Warren – yes, Baccari – yes, **Drake – no.** Motion carried.
- G. Motion by Jonathan A. Warren, seconded by John L. Gehman, to approve **the Upper Perkiomen School District 2017- 2018 Proposed Final Budget in the amount of \$59,989,392 with a millage increase of 3.0%, and to allow for discussion over the next month**, and authorization for official advertisement of its availability for public inspection at the following areas until June 15, 2016:
 - 1. UPSD Education Center, 2229 E. Buck Road, Pennsburg, PA
 - 2. Library – Upper Perkiomen High School, 2 Walt Road, Pennsburg, PA
 - 3. Library – Upper Perkiomen Middle School, 510 Jefferson Street, East Greenville, PA
 - 4. Library – Marlborough Elementary School, 1450 Gravel Pike, Green Lane, PA
 - 5. Library – Hereford Elementary School, 1043 Gravel Pike, Hereford, PA
 - 6. Upper Perkiomen Valley Library – 350 Main Street, Red Hill, PA
 - 7. Upper Perkiomen School District Web Site – www.upsd.orgVOTE: Elliott – absent, **Hofkin – no**, Pike – yes, Smith – yes, Gehman – yes, Farris – yes, Warren – yes, Baccari – yes, Drake – yes. Motion carried.
- H. Motion by Jonathan A. Warren, seconded by Raeann B. Hofkin, to approve **the following banks to be designated as Official Depositories of School Funds for the 2017-18 school year and sureties as required in accordance with section 621- 625 of the School Laws of Pennsylvania as listed below.** The designated banks shall maintain pooled sureties to cover deposits as required by Act #72 of the 1971 General Assembly of Pennsylvania.
 - 1. KeyBank
 - 2. BB&T
 - 3. Pennsylvania School District Liquid Asset Fund
 - 4. Pennsylvania Local Government Investment Trust
 - 5. QNB
 - 6. Uninvest National Bank & Trust

Motion carried; all voted aye.

- I. Motion by Joan T. Smith, seconded by Jonathan A. Warren, to approve **the attached Resolution authorizing the administration to work with PFM Financial Advisors LLC, and Rhoads & Sinon LLP, to provide for the new money needs of the district in the amount of \$9,995,000.** (Attachment G). VOTE: Elliott – absent, **Hofkin – no**, Pike – yes, Smith – yes, Gehman – yes, Farris – yes, Warren – yes, Baccari – yes, Drake – yes. Motion carried.
- J. Motion by Wilfred E. Pike, seconded by Jonathan A. Warren, to approve **for submission to the Pennsylvania Department of Education PlanCon Part F: Construction Documents for the new Upper Perkiomen Middle School.** (Attachment H). Motion carried; all voted aye.
- K. Motion by Joan T. Smith, seconded by Jonathan A. Warren, to approve **the 2016-2017 Academic Hall of Fame Nominees.** (Attachment I). Motion carried; all voted aye.
- L. Motion by Raeann B. Hofkin, seconded by Joan T. Smith, to approve **the following Administrative Regulation Revision:**
 - i) No. 707 AR – Use of School Facilities (Attachment J)
Motion carried; all voted aye.
- M. Motion by Wilfred E. Pike, seconded by Joan T. Smith, to approve **the election of Sandra M. Kassel as Board Secretary for the Upper Perkiomen Board of School Directors for a four-year term, effective July 1, 2017.** Motion carried; all voted aye.
- N. Motion by Joan T. Smith, seconded by Wilfred E. Pike, to approve **the appointment of Jonathan A. Warren as Treasurer, without salary, for the 2017-2018 school year.** He/She will be bonded for \$10,000. VOTE: Elliott – absent, Hofkin – yes, Pike – yes, Smith – yes, Gehman – yes, Farris – yes, **Warren – abstain**, Baccari – yes, Drake – yes. Motion carried.
- O. Motion by John L. Gehman, seconded by Kimberly A. Baccari, to approve **the recommendation that the Board of School Directors appoint Kenneth Roos of Wisler Pearlstine, LLP as Solicitor of the Upper Perkiomen School District for the 2017-18 school year** for an annual basic compensation of \$15,600.00. All services not covered by the basic compensation will be in accordance with the Memorandum entitled “Upper Perkiomen School District/Solicitor Compensation School Year 2017-18”. (Attachment K). VOTE: Elliott – absent, **Hofkin – no**, Pike – yes, Smith – yes, Gehman – yes, Farris – yes, Warren – yes, Baccari – yes, Drake – yes. Motion carried.
- P. Motion by Joan T. Smith, seconded by Jonathan A. Warren, to **amend the Alternative Education Services Agreement between Bucks County Intermediate Unit #22 (BCIU) and Upper Perkiomen School District for the 2017-2018 school year.** The contract is amended by reducing the 2017-2018 district cost from \$106,130 to \$53,065. (Attachment L). Motion carried; all voted aye.
- Q. Motion by Jonathan A. Warren, seconded by Raeann B. Hofkin, to approve **the Western Montgomery Career and Technology Center budget for 2017-18 in the amount of \$6,112,019.** The budget increase is 8.23%. The cost to the Upper Perkiomen School District is \$1,780,044, which represents an increase of \$51,124 or 2.96% over 2016-17. Motion carried; all voted aye.

- R. Motion by Jonathan A. Warren, seconded by Wilfred E. Pike, to approve **the 2017-2018 Montgomery County Intermediate Unit Intergovernmental Agreement for Shared Student Services** in the amount of \$236,035.18. (Attachment M). Motion carried; all voted aye.

Motion by Jonathan A. Warren, seconded by Raeann B. Hofkin, to approve **Action Items S, T and U:**

S. Special Education Services – Extended School Year:

1. Motion to approve Agreement with The Pennsylvania School for the Deaf for the Extended School Year for tuition for student #274304, attending from July 10, 2017 through August 10, 2017 in the amount of \$5,600.00.
 2. Motion to approve Agreement with the Camphill Special School for the Extended School Year for tuition for student #272747, attending from July 3, 2017 through July 28, 2017 in the amount of \$4,472.20.
 3. Motion to approve Agreement with the Camphill Special School for the Extended School Year for tuition for student #247766, attending from July 3, 2017 through July 28, 2017 in the amount of \$4,472.20.
 4. Motion to approve Agreement with the Camphill Special School for the Extended School Year for tuition for student #257147, attending from July 3, 2017 through July 28, 2017 in the amount of \$7,612.20.
 5. Motion to approve Agreement with the Camphill Special School for the Extended School Year for tuition for student #238996, attending from June 22, 2017 through July 19, 2017 in the amount of \$8,743.88.
 6. Pediatric Therapeutic Services to provide Occupational Therapy, Physical Therapy and Speech Therapy during the Extended School Year for 30 students for 15 days, July 3, 2017 through July 27, 2017. The total estimated cost is \$6,856.00.
 7. Motion to approve **Agreement with the Pathway School for the Extended School Year** for tuition for student #253665, attending from July 5, 2017 through August 15, 2017 in the amount of \$7,000.00.
 8. Motion to approve **Agreement with the Pathway School for the Extended School Year** for tuition for student #253684, attending from July 5, 2017 through August 15, 2017 in the amount of \$7,000.00.
 9. Motion to approve **Agreement with The Pathway School for the Extended School Year** for tuition for student #249357 attending from July 5, 2017 through August 15, 2017 in the amount of \$7,000.00.
 10. Motion to approve **Agreement with Wordsworth Academy for the Extended School Year** for tuition for student #265925, attending from June 26, 2017 through August 4, 2017 in the amount of \$5,075.00.
- T. Motion to approve **the purchase and set up of the attached Matrix Fitness Products in the amount of \$47, 876.00 from Webster's Fitness Products, Inc.** for the High School Weight Room. \$20,000 will come from the Capital Reserve Account. (Attachment N)
- U. Motion to approve **the purchase of flooring from BAR Fitness Products in the amount of \$6,703.50 for the High School Weight Room.**

Motion carried; all voted aye.

Motion by Raeann B. Hofkin, seconded by Kimberly A. Baccari, to approve **Action Items V, W, X and Y:**

- V. Motion to approve **the PENNDOT right-of-way purchase of 0.036 acres for \$3,600.00 from the Upper Perkiomen School District** to improve intersection safety at School House Road and Gravel Pike near the Hereford Elementary School.
- W. Motion to approve **the SunEP Service Order 2017-001 and Internet Service Order 2017- 002 with Sunesys Enterprise LLC** to provide 1 Gbps Point to Point Ethernet Transport and 1 Gbps Dedicated Internet Access for a total monthly recurring charge of \$1,925 for a term of 60 months beginning July 1, 2017. (Attachment O)
- X. Motion to approve **ePlus quote 22037981, as per PEPPM 2015-2017 Contract # 524104, for the High School wireless upgrade** in the amount of \$65,331.50. (Attachment P)
- Y. Motion to approve **ePlus quote 22038004, as per PEPPM 2015-2017 Contract # 524104, for the District firewall upgrade** in the amount of \$38,718.20. (Attachment Q)

Motion carried; all voted aye.

BUSINESS REPORTS

Motion by Jonathan A. Warren, seconded by Joan T. Smith, to approve the **payment of bills, in the amount of \$1,249,766.92 from the General Fund.** Motion carried; all voted aye.

Motion by Jonathan A. Warren, seconded by Raeann B. Hofkin, to approve **the payment of Expenditures from the Capital Projects Account in the amount of \$377,704.60.** Motion carried; all voted aye.

PUBLIC COMMENTS

Ray Camburn, Pennsburg asked if students who reside on Montgomery Avenue would be bussed to the new school.

Mark Mancini, Hereford Township, stated that his taxes went up more than 3% and asked if the STEB changed.

Steve Stracka, Marlborough Township, asked how much money was spent on the middle school project from the general fund and the bond fund.

Kenneth Miller, Upper Hanover Township, asked if athletes pay for their own uniforms and if they pay for insurance.

Cathy Davidson, Pennsburg, questioned if the treasurer appointment and for clarification on PlanCon Part F.

Melanie Cunningham, Upper Hanover Township, asked about the cost of sending out bids.

Dr. McGloin, Mrs. Kassel, Mr. Roos, and the Board responded to a number of the questions.

BOARD COMMENTS

Raeann Hofkin spoke about Senate Bill 592. Mrs. Hofkin also read a letter that was drafted to send to PSERS, she asked if board members would sign it to send out.

Jonathan Warren stated he could not sign the letter due to a conflict of interest.

Kimberly Baccari said she is in agreement that PSER's needs reform but not totally in agreement with the way the letter is written.

Mike Elliott said he thinks the PSER's issue is important and the board should start the process of discussing it.

John Farris stated that if the letter is written on behalf of board members, it would need a resolution.

Mike Elliott apologized for being late and said he was at the orchestra concert and congratulated Mrs. Lerch on doing a wonderful job.

John Farris congratulated Dr. Andrea Farina on her new position as Assistant Superintendent.

ADJOURNMENT

Motion by Jonathan A. Warren, seconded by Mike W. Elliott that **the meeting be adjourned at 8:50 p.m.** Motion carried; all voted aye.

Sandra M. Kassel, Board Secretary