

UPPER PERKIOMEN SCHOOL DISTRICT
2229 East Buck Road
Pennsburg PA 18073

ATTACHMENT A

June 14, 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, at 7:08 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 (phone-in), 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, Laura Wismer, Cathie Hill, Steve Stracka, Amy Lewis, and Vicki Lightcap.

BOARD PRESIDENT'S REPORT

Dr. Drake addressed the question of the district programs, how they are developed, approved or discontinued and what is the board's role in the process. He explained that the board is elected by the community to plan, evaluate, legislate and vote on recommendations to move the district forward.

SUPERINTENDENT'S REPORT

Dr. McGloin spoke about the success of graduation and the great job of the student speakers. She was happy to report on the plan of many students after graduation. Dr. Drake also congratulated all the graduates.

PRESENTATIONS/DISCUSSION

- A. Final 2018 - 2019 Budget – Sandra Kassel, Business Administrator
Sandy Kassel presented the final 2018-2019 budget. She said that Dr. McGloin and she reviewed the options of the millage increases and ones that were requested by the board. Mrs. Kassel said she felt that the best option to sustain what was needed for future years was to increase the millage rate by the index which is 2.9%. Dr. McGloin also supported Mrs. Kassel's recommendation.
- B. Board Policy Revisions/Retirements/Adoptions - First Readings (Attachment A):
- i) Policy No. 121- Field Trips
 - ii) Policy No. 138-English Language Development (ELD) Program
 - iii) Policy No. 221-Dress and Grooming
 - iv) Policy No. 711-Commercial Advertising
 - v) Policy No. 237-Electronic Devices
 - vi) Policy No. 225-Relations with Law Enforcement Agencies
 - vii) Policy No. 805.1-Relations with Law Enforcement Agencies
 - viii) Policy No. 816-Acceptable Use of UPSD Net By Staff
 - ix) Policy No. 815-Acceptable Use of Internet, Computers and Network Resources
- Raeann Hofkin asked the board to review the policies and the changes.

SOLICITOR'S REPORT/SUNSHINE ACT ANNOUNCEMENTS

Mr. Roos announced that an Executive Session was held prior to the evening's meeting to discuss personnel matters.

APPROVAL OF AGENDA

Motion by John L. Farris, seconded by Judy Maginnis, to approve **the agenda with the amendment to Action Item XV**. Motion carried; all voted aye.

COMMITTEE REPORTS

- A. Special Education Committee – Judy Maginnis
Mrs. Maginnis reported that Mr. Thrush gave a fantastic presentation about the transition program at the high school. She said the program was a highlight of the district. The committee also discussed the MDS classroom and behavioral support issues. The committee goals were discussed.
- B. Curriculum/Technology Committee – James Glackin
Mr. Glackin reported that the committee met and had a discussion with the elementary principals about the literacy program.
- C. Facilities Committee – Melanie Cunningham
Mrs. Cunningham reported on updates that were discussed at the construction meeting such as the parking lot/curbing, summer widening of the road, the Saturday work days, and the savings due to the change in the LEED gold certification. She reported that the last facility meeting was held at Marlborough Elementary and a few items of concern noticed were the secure entrance, stage curtain and the dehumidifier situations. Mrs. Cunningham indicated that the next meeting would be held on June 21st at Hereford Elementary at 6:00 pm.
- D. Policy Committee – Raeann Hofkin
Mrs. Hofkin reported that the committee would meet on June 25th and August 27th. Several policies were scheduled to be discussed, the first three policies that would be discussed would be Transportation, Facility and Student Expression.
- E. Communication Committee/Board Communication Line – Mike Elliott
Mr. Elliott reported that the committee discussed the communication plan and said that it was available on-line. The main focus of the plan was streamlining communication and how to get information out to the community.
- F. Western Montgomery Career & Technology Center – James Glackin
Mr. Glackin had no report.
- G. Montgomery County Intermediate Unit – Dr. Kerry Drake
Dr. Drake had no report.
- H. Legislative Liaison Report – Judy Maginnis
Mrs. Maginnis reported that the HB564-civics test was awaiting the signature from the Governor, HB 2327 – Sunshine Act passed in the house and the senate approved a bill on graduation requirements.
- I. Upper Perkiomen Education Foundation – Mike Elliott
Mr. Elliott announced that Jim Burns would be working for the Education Foundation as the executive director.
- J. Regional Planning Commission Representative – Melanie Cunningham
Mrs. Cunningham had no report.

PUBLIC COMMENTS ON AGENDA ITEMS

Dr. Drake read a statement clarifying public comments. He said the time is for comments and not discussion and indicated questions would be logged.

Laura Wismer, Upper Hanover and Hereford employee, spoke about the support staff agreements. She expressed many thoughts and concerns from the support staff group.

Cathie Hill, Upper Hanover and Hereford employee, also spoke about the support staff agreements and many concerns including the difference in increases.

Steve Stracka, Marlborough Township, asked about the millage increase and percentages. He also asked about the changes that would be done at the current middle school.

Amy Lewis, Hereford employee, spoke about the agreements and the increases from three years ago and the proposed increases.

MINUTES

A. Motion by Stephen L. Cunningham, seconded by John L. Farris, to approve the **Regular School Board Meeting Minutes of May 10, 2018**. (Attachment A). Motion carried; all voted aye.

OLD BUSINESS

- i) Dr. McGloin parent meeting –
Dr. McGloin reported that Mrs. Motruk and Dr. McGloin met with the parent at Marlborough Elementary who had questions about the MTSS process and the discrepancies in classroom evacuations at the April 12th meeting.
- ii) Number of advanced math classes offered at the middle school –
Dr. McGloin reported the number of classes from 2011 to present.

NEW BUSINESS - PERSONNEL REPORT

Motion by Mike W. Elliott, seconded by Stephen L. Cunningham, to approve the **Personnel Report as presented:**

I. RETIREMENTS

1. PROFESSIONAL STAFF

- a. **Kevin McNally**, Science Teacher at the Middle School, **Adjustment** to his retirement date from September 5, 2018, to September 6, 2018.

2. SUPPORT STAFF

- a. **William J. Herbert, Jr.**, Full-Time Custodian at the High School, effective June 30, 2018.
- b. **Elizabeth A. Huguenin**, Food Service Manager at the Middle School, effective June 13, 2018.
- c. **Larry D. Seip**, Part-Time Custodian at Hereford Elementary School, effective June 30, 2018.

II. RESIGNATIONS

1. PROFESSIONAL STAFF

- a. **Robin N. Ewer**, Reading Specialist and Curriculum Assistant – Elementary at Hereford Elementary School, effective at the end of the 2017-2018 school year.
- b. **Amy L. Gooding**, Elementary Teacher at Hereford Elementary School, effective at the end of the 2017-2018 school year.

2. SUPPORT STAFF

- a. **Charleen M. Herrick**, Paraprofessional at Hereford Elementary School, effective June 14, 2018.
- b. **Andrew G. Long**, Part-Time Custodian at the High School, effective June 1, 2018.
- c. **Denise Landes**, ESY Paraprofessional, effective June 1, 2018.

III. APPOINTMENTS

1. PROFESSIONAL STAFF

- a. **Richard H. Kressly**, Technology Education Teacher as a Professional Employee, at the Middle School, effective August 21, 2018, to be hired subject to required employment history review, at Master's, Step 10, \$75,716/year. Richard will be replacing Jared Rogers who has been a long-term substitute.
- b. **June M. Lambert**, Per Diem Substitute Nurse for the district, effective May 16, 2018.
- c. **Maryellen E. McNeely**, Extended Per Diem Substitute, effective at the beginning of the 2018-2019 school year through approximately November 13, 2018. MaryEllen will be replacing Theresa Schlatterer who will be on leave.

2. **SUPPORT STAFF**

- a. **Melissa M. Yaroschak**, Cafeteria and Playground Assistant at Hereford Elementary School, effective June 4, 2018, to be hired subject to required employment history review, at \$10.50/hour, per the Part Time Support Agreement. Melissa will be replacing Deb Fistner who retired.

3. **PROFESSIONAL STAFF**, curriculum writing **ADJUSTMENT** for the 2017-18 school year (paid through Title II grant funds):

<u>Name</u>	<u>Course/ Grade Level</u>	<u>Contract</u>	<u>Type</u>
Kelly Brenninger	Science 6 (50%)	\$450	Revision
Christian Fowkes	Science 7 (50%)	\$450	Revision
Christian Fowkes	Science 8 (50%)	\$450	Revision
Sean Kooker	Science 6 (50%)	\$450	Revision
Kristyn Sparacino	Science 7 (50%)	\$450	Revision
Kristyn Sparacino	Science 8 (50%)	\$450	Revision

4. **PROFESSIONAL STAFF**, for Supervision of summer Edgenuity Course Completion, at the professional staff rate for a total of 15 hours

- a. Todd Neimann
 b. John Gunning

5. **EXTENDED SCHOOL YEAR PROFESSIONAL EMPLOYEES**, for a maximum of 25 hours per week, for the 2017-2018 school year. Rate based on professional contract.

<u>Name</u>	<u>Position</u>
June M. Lambert	Nurse

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

- a. Susanne Hunsberger

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

- a. High School
 i. Tasha J. Rushatz

8. **PART-TIME CUSTODIAL STAFF FOR SUMMER SEASONAL EMPLOYMENT**, effective May 14, 2018.

<u>Name</u>	<u>2017-2018 Rate</u>	<u>2018-2019 Rate</u>	<u>Max hours</u>
Jaime Squicimara	\$10.71	\$10.71	25

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

<u>Area</u>	<u>Status</u>	<u>Position</u>	<u>Name</u>	<u>Salary</u>
Lacrosse	Adjustment	MS Coach to MS Asst. Coach	Rachel C. Austin	\$1,870 B

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

- a. Rachel Austin

- b. Khristina Olson
- c. Kathleen Rambo

iv) **LEAVES OF ABSENCE**

1. **Alvin L. Saylor**, approve a **FAMILY MEDICAL LEAVE** of absence from June 18, 2018 through approximately July 23, 2018.
2. **Michelle E. Wood**, approve a **FAMILY MEDICAL LEAVE** of absence from August 22, 2018, through November 10, 2018.

Motion carried; all voted aye.

ACTION ITEMS

- I. Motion by John L. Farris, seconded by Joan T. Smith, to approve the **Budget Resolution for 2018-2019 with a 2.9% millage rate increase** as set forth in the attachment. (Attachment C) ROLL CALL VOTE: **M. Cunningham – no, Farris – yes, S. Cunningham – no, Elliott – no, Drake – no, Hofkin – no, Maginnis – no, Glackin – no, Smith – yes.** Motion failed.

Motion by Stephen L. Cunningham, seconded by Melanie R. Cunningham, to approve the **Budget Resolution for 2018-2019 with a .79% millage rate increase** as set forth in the attachment. (Attachment C) ROLL CALL VOTE: **Smith – no, Glackin – yes, Maginnis – yes, Hofkin – yes, Drake – yes, Elliott – no, S. Cunningham – yes, Farris – no, M. Cunningham – yes.** Motion passed.

- II. Motion by John L. Farris, seconded by Stephen L. Cunningham, to adopt the **Homestead/Farmstead Exclusion Resolution for the 2018-2019 Budget.** (Attachment D) Motion carried; all voted aye.

- III. Motion by Stephen L. Cunningham, seconded by Joan T. Smith, to approve **authorization to make the necessary budgetary transfers in the 2017-2018 Budget** to comply with state mandated GAAP (General Accepted Accounting Principle) regulations. Motion carried; all voted aye.

- IV. Motion by Mike W. Elliott, seconded by Judy Maginnis, to approve **to give Sandra Kassel, Business Administrator, the authority to assign a portion(s) of the fund balance for the turf fields.** These funds would then be transferred to the Capital Reserve Account. Motion carried; all voted aye.

Motion by Mike W. Elliott, seconded by Judy Maginnis, to approve **Action Items V and VI:**

- V. Motion to award the **Student Photography Services bid to Christmas City Studio for three (3) years** beginning with the 2018-2019 school year and ending with the 2020-2021 school year.

- VI. Motion to approve **AG Administrators for student and extra-curricular insurance for 2018-2019**, through United States Fire Insurance Company at an annual premium for the extra-curricular insurance at a flat fee of \$9,585.00. The student coverage will be made available for purchase by the parents at the following premiums:

- a. School Time Rate \$30.00
- b. 24 Hours Rate \$116.00

Motion carried; all voted aye.

- VII. Motion by Mike W. Elliott, seconded by Stephen L. Cunningham, to approve **the Coventry Transportation Contract for school years 2018-2019 through 2020-2021.** (Attachment E)

Dr. Drake asked for the motion to be revised to include that the contract includes the wording that **“the Superintendent designee has final authority on disputes”**.

Mike W. Elliott accepts the motion **with the revision**, Stephen L. Cunningham seconded. Motion carried; all voted aye.

Motion by Raeann B. Hofkin, seconded by John L. Farris, to approve **Action Items VIII through XII:**

- VIII. Motion to approve the **lease agreement with HP Financial Services for 300 HP Chromebook 11 G6 EE devices for 6th grade students**, 3-year term, annual payments of \$22,367.89. (Attachment F) VOTE:
- IX. Motion to approve the **awarding of the Athletics and Physical Education bids for the 2018-19 school year.** (Attachment G) VOTE:
- X. Motion to approve the following **increases in the breakfast and lunch prices effective for the 2018-2019 school year:**

<u>BREAKFAST</u>	<u>2017-2018</u>	<u>2018-2019</u>
Elementary School	\$1.35	\$1.45
Middle School	\$1.35	\$1.45
High School	\$1.60	\$1.70
<u>LUNCH</u>	<u>2017-2018</u>	<u>2018-2019</u>
Elementary School	\$2.60	\$2.70
Middle School Main Line	\$2.85	\$2.95
MS –Salad & Salad Bar/Grab and Go/Deli	\$3.10	\$3.20
High School Main Line	\$3.10	\$3.20
HS – Soup/Salad Bar/Grab and Go	\$3.35	\$3.45
HS – Premium Lunch	\$3.60	\$3.70
Western Center	\$3.05	\$3.20

- XI. Motion to approve **Advanced Protection Company, 101 Schuylkill Avenue, Norristown, PA, for the 2018-2019 school year to provide services for client facilities, athletic and specialty events as needed** at the contracted rate of \$21.00 per hour. Hourly rate for holidays will be paid at the cost of \$31.50 per hour.
- XII. Motion to approve **Dr. Douglas Atno for school dental services for the 2018-2019 school year** at an amount not to exceed \$2,750.00, pending approval of the 2018- 2019 budget. The amount is based on the state reimbursement rate for dental services.

Motion carried; all voted aye.

Dr. McGloin withdrew Action Items XIII and XIV.

- XV. Motion by Raeann B. Hofkin, seconded by Stephen L. Cunningham, to approve **substitute nurse pay rates at \$20.40 per hour for Registered Nurse Substitutes and \$16.32 per hour for Licensed Practical Nurse Substitutes.** Motion carried; all voted aye.
- XVI. Motion by Stephen L. Cunningham, seconded by Judy Maginnis, to approve that **Between this meeting and the next meeting of the Board scheduled for August 9, 2018, the Board of School Directors authorizes the Superintendent to take action on behalf of and in the name of the District for the following purposes:**
- a. Hiring of teachers and other non-administrative employees for open budgeted positions where the failure to hire prior to August 9, 2018, could impair the ability of the District to attract the best candidates for such open and budgeted positions; and
 - b. Pay District bills to the extent that the payments reflect a budgeted expense. Any action taken by the Superintendent in accordance with this authorization shall be deemed to be the action of this Board. Such action shall be confirmed by the Board at the August 9, 2018, Board meeting.

Motion carried; all voted aye.

- XVII. Motion by Stephen L. Cunningham, seconded by James C. Glackin, to approve **the course guides developed during the 2017-2018 curriculum review cycle for the content areas of: English, Communications, Science, and Fine Arts.** Motion carried; all voted aye.

Motion by Raeann B. Hofkin, seconded by James C. Glackin, to approve **Action Items XVIII, XIX, and XX:**

- XVIII. Motion to approve **Special Education – Extended School Year** (*Attachment #1 – Board Only*)
- a. Motion to approve **Agreement with The Pathway School for the Extended School Year** for tuition for student #253684, attending from June 25, 2018 through August 3, 2018 in the amount of \$7000.
 - b. Motion to approve **Agreement with The Pathway School for the Extended School Year** for tuition for student #253665, attending from June 25, 2018 through August 3, 2018 in the amount of \$7000.
 - c. Motion to approve **Agreement with The Pathway School for the Extended School Year** for tuition for student #249357, attending from June 25, 2018 through August 3, 2018 in the amount of \$7000.

- XIX. Motion to approve **Agreement with Lakeside Educational Network for the 2018-2019 school year** tuition, from July 1, 2018 through June 30, 2019, for one special education reserved slot at the cost of \$35,125. (*Attachment #2 – Board Only*)

- XX. Motion to approve **the expulsion waiver for student #247504.**

Motion carried; all vote aye.

Motion by Stephen L. Cunningham, seconded by James C. Glackin, to approve **Action Items XXI and XXII:**

- XXI. Motion to approve **the agreement with Weatherproofing Technologies, Inc. in the amount of \$191,492.81** for replacement of the high school auditorium lobby roof. (*Attachment L- Pending Solicitor Review*)

XXII. Motion to approve **the sale of a 2003 Ford F-350 utility truck** (VIN# 1FDSF34L73EA52175) through auction on Ebay.

Motion carried; all voted aye.

XXIII. Motion by Raeann B. Hofkin, seconded by James C. Glackin, **to reject the bids received for the Marlborough Elementary chiller replacement.** Motion carried; all voted aye.

Motion by Raeann B. Hofkin, seconded by John L. Farris, to approve **Action Items XXIV, XXV and XXVI:**

XXIV. Motion to approve **the proposal from Republic Services for trash disposal and recycling** from July 1, 2018 – June 30, 2021 for the following amounts:

1. 2018-2019; \$11,860.74
2. 2019-2020; \$12,097.95
3. 2020-2021; \$12,460.89

XXV. Motion **to award the bid from Derstine Company in the amount of \$54,000.00 for the high school sewage pumping station rehabilitation.**

XXVI. Motion **to reject the proposal received for the 2018 District mowing and trimming proposal.**

Motion carried; all voted aye.

XXVII. Motion by Mike W. Elliott, seconded by Melanie R. Cunningham, to approve **a one year extension for the 2018-19 school year to the Agreement between the Philadelphia Freedom Valley YMCA and the Upper Perkiomen School District for Supplemental Services** for school aged children before and after school. (Attachment M). Motion carried; all voted aye.

XXVIII. Motion by Raeann B. Hofkin, seconded by Judy Maginnis, to approve **the recommendation that the Board of Directors appoint Sweet, Stevens, Katz as Solicitor of the Upper Perkiomen School District for the 2018-2019 school year.** ROLL CALL VOTE: **Smith – no**, Glackin – yes, Maginnis – yes, Hofkin – yes, Drake – yes, Elliott – yes, S. Cunningham – yes, **Farris – no**, M. Cunningham – yes. Motion passes.

President Drake called for a five minute recess at 8:40 p.m., the meeting reconvened at 8:45 p.m.

BUSINESS REPORTS

Motion by Stephen L. Cunningham, seconded by Melanie R. Cunningham, to approve the **payment of bills, in the amount of \$1,460,841.41 from the General Fund.** Motion carried; all voted aye.

Motion by Stephen L. Cunningham, seconded by Melanie R. Cunningham, to approve the payment of bills **in the amount of \$1,654,818.31 for the Capital Project and Capital Reserve Accounts.** 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 Melanie R. Cunningham, to approve the attached payment of bills in the amount of **\$1,640,376.48** for **GO Bond 2017**. Motion carried; all voted aye.

PUBLIC COMMENTS

Vicki Lightcap, Pennsburg said she was happy to see that the board would take the time to look at the staff compensation for the support group staff agreements.

BOARD COMMENTS

John Farris extended a thank you to Mr. Roos and Wisler Pearlstine the years of great service and dedication.

Judy Maginnis asked about a discussion that was held at the East Greenville Borough meeting about the school zone at the current middle school.

Dr. Drake asked for this issue to be added to the follow-up items.

Melanie Cunningham thanked Upper Hanover Township and Pennsburg Borough for going forward with the 2040 grant.

Mike Elliott thanked the YMCA for the partnership with the district and also thanked Mr. Roos for his firm has done for the district. Mr. Elliott also said he liked the way the board members worked together.

Judy Maginnis thanked Mike Elliott and the committee, Raeann Hofkin, John Farris and Ashley Kitten, for their work on the agreements.

Dr. Drake echoed what Mike Elliott said and also thanked administration and Sandy Kassel for preparing the data in such a clear way.

ADJOURNMENT

Motion by John L. Farris, seconded by Raeann B. Hofkin, that **the meeting be adjourned at 8:59 p.m.** Motion carried; all voted aye.

Sandra M. Kassel, Board Secretary