

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

**August 8, 2019**

**CALL TO ORDER**

The regular meeting of the Board of School Directors of the Upper Perkiomen School District was called to order by President Kerry A. Drake, at 7:00 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: Allyn Roche, EdD., Andrea Farina, EdD., Doug Kenwood, and Sandra M. Kassel. Others in attendance were: Kyle Somers, Robert Kurzweg, Keith McCarrick, Bob Navitski and Christine Druckenmiller.

**BOARD PRESIDENT'S REPORT**

Dr. Drake welcomed Dr. Roche at his first school board meeting. Dr. Drake talked about Dr. Roche and the administration working over the summer to start the school year.

Dr. Drake acknowledged the formation of the Finance committee. He said the committee members will be Melanie Cunningham, Chairperson, Raeann Hofkin and Judy Maginnis. The first meeting will be in October.

**SUPERINTENDENT'S REPORT**

Dr. Roche said that he is happy to be giving his first Superintendent's report at his first School Board meeting. Dr. Roche thanked the Administration and school staff for all that they did to make his transition go smoothly and for the work that was done over the summer. He especially wanted to thank Dr. Farina and Mrs. Kassel for all of their hard work and dedication. Dr. Roche talked about the filling of vacant positions, and Georgiann Fisher is starting next week as the Human Resource Director.

Dr. Roche gave an updated status on the school projects. He talked about the buildings being ready to open on September 3<sup>rd</sup> and being ready for staff before that. Dr. Roche that said that he is very hopeful that the district will be able to open the doors to students and families before the start of school to walk the hallways of the new buildings. He said they are also working on having an Open House for the community. Dr. Roche talked about his plan of holding the Board Meeting in September at the new Middle School and the October Board Meeting at the 4<sup>th</sup> and 5<sup>th</sup> Grade Center.

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

Mr. Somers announced that an Executive Session was held on August 8, 2019, prior to the evening's meeting for the purpose of discussing matters involving administrative vacancies, labor relations and a confidential student matter. The board also received information but did not deliberate on two additional items.

**APPROVAL OF AGENDA**

Motion by Stephen L. Cunningham, seconded by James C. Glackin, to approve **the agenda**. Motion carried; all voted aye.

**PUBLIC COMMENTS ON ACTION ITEMS**

Keith McCarrick, Pennsburg asked how the budget was for the Middle School and the 4<sup>th</sup> & 5<sup>th</sup> Grade Center projects. He also asked that information for student walkers be distributed.

**MINUTES**

A. Motion by James C. Glackin, seconded by Stephen L. Cunningham, to approve the **Regular School Board Meeting Minutes of June 13, 2019**. (Attachment A). Motion carried; all voted aye.

### **PRESENTATIONS/DISCUSSION**

- A. Board Policy Adoptions/Revisions/Repeals – First Reading (Attachment B)
- i) No. 004 – Membership
  - ii) No. 247 – Hazing
  - iii) No. 247.1 – Bullying/Cyberbullying (Repeal & Replace with 249)
  - iv) No. 249 – Bullying/Cyberbullying
  - v) No. 251 – Homeless Students
  - vi) No. 626 Federal Fiscal Compliance
  - vii) No. 101 – Mission Statement/Vision Statement/Shared Values – Repeal
  - viii) No. 102 – Academic Standards
  - ix) No. 105 – Curriculum
  - x) No. 105.1 – Review of Instructional Materials by Parents/Guardians & Students
  - xi) No. 105.2 – Exemption from Instruction
  - xii) No. 105.3 – Animal Dissection - Repeal
  - xiii) No. 106 – Guides for Planned Instruction
  - xiv) No. 107 – Adoption of Planned Instruction
  - xv) No. 108 – Adoption of Textbooks
  - xvi) No. 108.1 – Public Complaints – Educational Materials (Repeal)
  - xvii) No. 109 – Resource Materials
  - xviii) No. 109.1 – Media Centers Material Selection (Repeal)
  - xix) No. 110 – Instructional Supplies
  - xx) No. 111 – Lesson Plans
  - xxi) No. 112 – Guidance Counseling
  - xxii) No. 113 – Special Education
  - xxiii) No. 113.1 – Discipline of Students with Disabilities

Mrs. Hofkin said that the Policy Committee has been reviewing the policies and added that she would like to delete the “PSBA maintaining membership” line in Policy 004. After a discussion between Board members and the solicitor the policies are presented as a First Read as they are written with an adjustment to Policy 004.

### **OLD BUSINESS**

A. Current Enrollment of Student Athletes

Dr. Roche reported that this year’s counts are not set yet. Mrs. Maginnis asked about the counts for Cheerleading. Mrs. Kassel and Mr. Kurzweg also reported on past year numbers and other information.

B. Status of Ad Hoc Sports Committee

Mr. Cunningham and Dr. Farris talked about the committee’s previous meetings. Dr. Farina explained about the Title IX reasons for the committee. After a discussion Dr. Roche said the committee would be dissolved and the need looked at later to determine if there would be a need for the committee.

### **NEW BUSINESS - PERSONNEL REPORT**

**A. PERSONNEL REPORT**

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

**i) RESIGNATIONS**

1. **ADMINISTRATIVE STAFF**

- a) **Christine McCloskey**, Assistant Director of Special Education, effective August 23, 2019.
- b) **Bryan Ruzenski**, Director of Technology, effective August 2, 2019.

2. **PROFESSIONAL STAFF**

- a) **Kelly Lawrencebancroft**, .5 School Psychologist at Marlborough Elementary, effective September 8, 2019 or sooner.
- b) **Alexa Muhr**, Mathematics and Science Teacher at the Upper Perkiomen Middle School, effective September 21, 2019 or sooner.
- c) **Veronica L. Neff**, Chemistry Teacher at the Upper Perkiomen High School, effective September 21, 2019 or sooner.
- d) **Nicole Hazelwood**, Special Education Teacher at the Upper Perkiomen Middle School, effective September 26, 2019 or sooner.
- e) **Joan Adducie**, Emotional Support Teacher at the Upper Perkiomen High School, effective October 4, 2019 or sooner.

ii) **RECOGNITION OF APPOINTMENTS**

1. **ADMINISTRATORS**

- a) Motion to appoint **Joshua C. Miller**, High School Assistant Principal, effective August 16, 2019 or sooner, to be hired subject to required employment history review, at \$102,000/year (prorated). Joshua will be replacing Shannon Trexler who resigned.
- b) Motion to appoint **Allison P. Stephens**, as Principal of the Marlborough Elementary School, effective August 5, 2019, at \$115,000/yr (prorated). Allison will be replacing Lesley Motruk who retired.
- c) Motion to appoint **Sharon E. Shipe** as Software Coordinator, effective August 19, 2019, to be hired subject to required employment history review, at \$82,500/year (prorated). Sharon is replacing Barb Eisenhauer who retired.

2. **PROFESSIONAL STAFF**

- a) Motion to approve **Taylor I. Gregory**, Science Teacher, as a Temporary Professional Employee, at the Upper Perkiomen High School, effective August 27, 2019, to be hired subject to required employment history review, at Master's, Step 1, \$52,409/year. Taylor will be replacing Rich Staniec, who took a teaching position in another district building.
- b) Motion to approve **Rachel Kollar**, Special Education Teacher, at the Upper Perkiomen High School, effective August 27, 2019 to be hired subject to required employment history review, at Master's +15 Step 5, \$67,486/year. Rachel will be replacing Covington Smith, who took a teaching position in another district building.

3. **SUPPORT STAFF**

- a) Motion to approve **Ilyse Moyer**, Administrative Assistant to the Director of Human Resources at the Education Center, effective July 30, 2019, to be hired subject to required employment history review, at \$24.00/hr. Ilyse will be replacing Marjorie Vargo, who resigned.

4. **SUPPLEMENTAL SPORTS POSITIONS for the 2019-2020 school year:**

Area	Position	Name	Salary	
Field Hockey	HS Assistant Coach	Rachel Steinman	\$2,451.75	B
Cross Country	MS Assistant Coach	Rachel Plank	\$1,020.00	A

5. **EXTENDED SCHOOL YEAR PROFESSIONAL EMPLOYEES**, for additional hours, for the 2018-2019 school year. Rate based on professional contract.

Name	Additional Hours
James Crognale	8
Gloria Hendricks	8
Robin Lerro	11

6. **EXTENDED SCHOOL YEAR SUPPORT STAFF EMPLOYEES**, for additional hours, for the 2018-2019 school year.

Name	Additional Hours
Deb Beck	.5
Jaimie Hummel	4.25

iii) **LEAVES OF ABSENCE**

- 1) **Katherine M. Bisbing**, approve a **FAMILY MEDICAL LEAVE** of absence from August 27, 2019 to November 13, 2019.

iv) **OTHER**

- 1) Motion to approve a **CHANGE IN TITLE** for **Katrina Harman** from Social Worker to Student Assistance Counselor.

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

**B. ACTION ITEMS**

- i) Motion by M. Cunningham, seconded by S. Cunningham, to approve **James Glackin to attend the PASA-PSBA School Leadership Conference October 16-18, 2019 in Hershey, PA** at an estimated cost of \$1,040.00 and to serve as a voting delegate representing the Upper Perkiomen School District at the PSBA Delegate Assembly Friday, October 18, 2019. Motion carried; all voted aye.
- ii) Motion by James C. Glackin, seconded by Melanie R. Cunningham, to **correct the June 27th Workshop appointment motion of Cathie Hill**. Ms. Hill is appointed as an Elementary Administrative Assistant at the hourly rate of \$14.75/hr., 6.75/hrs./day for 190 days/yr. effective August 27, 2019. Motion carried; all voted aye.

Motion by Stephen L. Cunningham, seconded by Raeann B. Hofkin, to approve **Action Items iii, iv, and v**:

- iii) Motion to **appoint Georgiann M. Fisher as Director of Human Resources** for a term commencing on August 12, 2019, and ending June 30, 2023, and approve the Employment Agreement with Mrs. Fisher which contains a first year annual salary of \$112,000.00, prorated, and is on file in the office of the Business Administrator.
- iv) Motion to approve **Project Live Upper Perk/Youth and Family Services of the Upper Perkiomen Valley as a Community Partner** in accordance with Policy 707AR.

- v) Motion to approve **the Agreement for Before and After School Child Care Services for the 2019-2020 school year with the Greater Philadelphia YMCA.** (Attachment B)

Motion by John L. Farris, seconded by Melanie R. Cunningham, to approve **Action Items vi, and vii:**

- vi) Motion to approve **for submission to the Pennsylvania Department of Education PlanCon Part H: Project Financing documents for the Series of 2019** for the Upper Perkiomen School District, Upper Perkiomen Middle School Project #3881. (Attachment C)
- vii) Motion to approve **for submission to the Pennsylvania Department of Education PlanCon Part K: Project Refinancing documents for the Series A of 2019** for the Upper Perkiomen School District. (Attachment D)

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

- viii) Motion by Mike W. Elliott, seconded by John L. Farris, to approve **the Transportation Settlement Agreement** between Upper Perkiomen School District and the parents of Student #275953. Motion carried; all voted aye.
- ix) Motion by Mike W. Elliott, seconded by James C. Glackin, to approve **the purchase of three volleyball systems for the new Middle School** based on the lowest quote from SNA Sports in the amount of \$14,182.00. This is a Capital Project Fund expenditure. VOTE: Smith – yes, Glackin –yes, Maginnis – yes, Hofkin – yes, Drake – yes, Elliott – yes, S. Cunningham – yes, Farris – yes, **M. Cunningham – no**. Motion carried.
- x) Motion by Stephen L. Cunningham, seconded by James C. Glackin, to approve **Change Order 001 with Gordon H. Baver, Inc.** in the amount of \$2,100.15 to paint the hallway walls from the gym to the doors of the stairwell at the 4th & 5th Grade Center. VOTE: Smith – yes, Glackin –yes, Maginnis – yes, Hofkin – yes, Drake – yes, Elliott – yes, S. Cunningham – yes, **Farris – no**, M. Cunningham – yes. Motion carried.
- xi) Motion by Melanie R. Cunningham, seconded by Mike W. Elliott, to approve **Change Order 002 with Gordon H. Baver, Inc.** in the amount of \$29,776.21 for the installation of a Luan plywood subfloor over the Auditorium floor at the 4th & 5th Grade Center. VOTE: Smith – yes, Glackin –yes, Maginnis – yes, Hofkin – yes, **Drake – no**, Elliott – yes, S. Cunningham – yes, Farris – yes, M. Cunningham – yes. Motion carried.

Motion by Stephen L. Cunningham, seconded by Melanie R. Cunningham, to approve **Action Items xii, xiii, xiv, and xv:**

- xii) Motion to approve **Change Order 003 with Gordon H. Baver, Inc.** in the amount of \$8,549.41 for the installation of a new supporting beam in the vestibule at the 4th & 5th Grade Center.
- xiii) Motion to approve **Change Order 004 with Gordon H. Baver, Inc.** in the amount of \$14,482.42 for repairs on the sidewalk in front of the 4th & 5th Grade Center.

xiv) Motion to approve **Change Order 005 with Gordon H. Bayer, Inc.** in the amount of \$4,922.70 to perform the removing and disposing of the barrier panels in the Auditorium at the 4th & 5th Grade Center.

xv) Motion to approve **Change Order 001 with Rogers Mechanical, Inc.** in the amount of \$2,235.87 for changes to ductwork and diffusers in rooms 104/105/106 at the 4th & 5th Grade Center.

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

Motion by Stephen L. Cunningham, seconded by Mike W. Elliott, to approve **Action Items xvi, xvii, and xviii:**

xvi) Motion to approve **Change Order 002 with Rogers Mechanical, Inc.** in the amount of \$1,471.72 for the removal/reinstallation of radiator covers and the addition of three condensate pumps. This is for the 4th & 5th Grade Center.

xvii) Motion to approve **Change Order 003 with Rogers Mechanical, Inc.** in the amount of \$1,229.89 for the installation of two grills and filters and to clean and service the existing roof top unit at the 4th & 5th Grade Center.

xviii) Motion to approve **Change Order 001 with R.J. Electric, Inc.** in the amount of \$659.34 for the change of light fixtures at the 4th & 5th Grade Center.

Motion carried; all voted aye.

xix) Motion by Melanie R. Cunningham, seconded to approve **Change Order GC-007 with Boro Developers, Inc.** in the amount of \$69,496.91 for overtime work from October 2018 to May 2019 at the new Middle School. Motion carried; all voted aye.

Motion by Mike W. Elliott, seconded by Stephen L. Cunningham, to approve **Action Items xx, and xxi:**

xx) Motion to approve **Change Order GC-008 with Boro Developers, Inc.** in the amount of \$14,548.85 to provide a range and hood and modified cabinets and countertop in Special Education room B217 at the new Middle School.

xxi) Motion to approve **Change Order GC-009 with Boro Developers, Inc.** in the amount of \$7,050.75 for overtime work through June 4th at the new Middle School.

Motion carried; all voted aye.

Motion by Stephen L. Cunningham, seconded by Mike W. Elliott, to approve **Action Items xxii, through xxv:**

xxii) Motion to approve **Change Order GC-010 with Boro Developers, Inc.** in the amount of \$16,412.55 for replacement of curbs and sidewalks at Montgomery Avenue and Eleventh Street.

xxiii) Motion to approve **Change Order GC-011 with Boro Developers, Inc.** in the amount of \$14,798.70 for the installation of sod on the new athletic field at the new Middle School.

xxiv) Motion to approve **Change Order EC-008 with Albarell Electric, Inc.** in the amount of \$11,880.92 for overtime work for March and April at the new Middle School. **VOTE:**

xxv) Motion to approve **Change Order EC-009 with Albarell Electric, Inc.** in the amount of \$4,027.00 to add a range and hood in Special Education room B217 at the new Middle School.

Motion carried; all voted aye.

xxvi) Motion by Mike W. Elliott, seconded by James C. Glackin, to approve **Change Order 006 with Gordon H. Bayer, Inc.** in the amount of \$2,241.84 to paint the Art Room walls and door frames at the 4th & 5th Grade Center. Motion carried; all voted aye.

xxvii) Motion by Joan T. Smith, seconded by Raeann B. Hofkin, to approve **Change Order 007 with Gordon H. Bayer, Inc.** in the amount of \$8,693.35 to paint the Tech Ed Room walls at the 4th & 5th Grade Center.

Stephen Cunningham called for the vote. ROLL CALL VOTE: Smith – yes, Glackin – yes, Maginnis – yes, **Hofkin – no**, Drake – yes, **Elliott – no**, **S. Cunningham – no**, **Farris – no**, **M. Cunningham – no**. Motion failed.

xxviii) Motion by Mike W. Elliott, seconded by Melanie R. Cunningham, to approve **Change Order 008 with Gordon H. Bayer, Inc.** in the amount of \$8,902.98 for the installation of drywall in the Auditorium at the 4th & 5th Grade Center. Motion carried; all voted aye.

xxix) Motion to approve **Change Order 009 with Gordon H. Bayer, Inc.** in the amount of \$4,243.74 to paint the Music, Chorus, Band and Practice Rooms walls and door frames at the 4th & 5th Grade Center.

Stephen Cunningham called for the vote. ROLL CALL VOTE: **M. Cunningham – no**, **Farris – no**, S. Cunningham – yes, Elliott – yes, Drake – yes, Hofkin – yes, Maginnis – yes, Glackin – yes, Smith - yes. Motion passed.

xxx) Motion by Joan T. Smith, seconded by Stephen L. Cunningham, to approve **Change Order 010 with Gordon H. Bayer, Inc.** in the amount of \$8,846.60 for the installation of a security gate and painting of corridor walls and frames at the 4th & 5th Grade Center. VOTE: Smith – yes, Glackin – yes, Maginnis – yes, Hofkin – yes, Drake – yes, Elliott – yes, S. Cunningham – yes, **Farris – no**, M. Cunningham – yes. Motion passed.

xxxi) Motion by Stephen L. Cunningham, seconded by James C. Glackin, to approve **Change Order 011 with Gordon H. Bayer, Inc.** in the amount of \$10,591.10 for infilling the locker openings on the ground floor at the 4th & 5th Grade Center. Motion carried; all voted aye.

Motion by Stephen L. Cunningham, seconded by Mike W. Elliott, to approve **Action Items xxxii, through xxvi:**

- xxxii) Motion to approve **Change Order 012 with Gordon H. Bayer, Inc.** in the amount of \$1,035.57 for removal of ceilings for space for new duct work in Room 116 and removal of two doors and frames between classrooms on the first floor at the 4th & 5th Grade Center.
- xxxiii) Motion to approve **Change Order 002 with Spear Excavating, LLC** not to exceed the amount of \$7,153.80 for overtime costs.
- xxxiv) Motion to approve **Change Order 003 with Spear Excavating, LLC** in the amount of \$0.00 for a contract extension of 15 days.
- xxxv) Motion to approve **Change Order GC-013 with Gordon H. Bayer, Inc.** in the amount of \$4,835.73 for the removal of lockers by the cafeteria at the 4th & 5th Grade Center.
- xxxvi) Motion to approve **Change Order GC-014 with Gordon H. Bayer, Inc.** in the amount of \$5,481.57 for the removal of lockers by the auditorium at the 4th & 5th Grade Center.

Motion carried; all voted aye.

Dr. Roche said there was a motion that needed to be added to the agenda. Kyle Somers stated the motion needed a first and a second and public comments were then opened for this motion.

Motion by James C. Glackin, seconded by Stephen L. Cunningham, to approve **Jennifer Screnci, Social Studies Teacher**, at the Upper Perkiomen High School, effective August 27, 2019, to be hired subject to required employment history review, at Master's, Step 2, \$54,999/year. Jennifer will be replacing Michael Cianchetta, who retired.

### **BUSINESS REPORTS**

Motion by Stephen L. Cunningham, seconded by Melanie R. Cunningham, to approve the **payment of bills, in the amount of \$2,220,754.00 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 \$5,500,819.47 from the Capital Projects & Capital Reserve Accounts.** Motion carried; all voted aye.

### **NEW FOLLOW UP ITEMS**

1. Student representatives at September Board meeting.
2. Holding the Board meetings in September and October at the new buildings.
3. 4<sup>th</sup> & 5<sup>th</sup> Grade Center expenditures.

### **PUBLIC COMMENTS**

Christine Druckenmiller, Pennsburg, asked if you could have students paint the walls, she suggested the Art students paint murals on the walls in the Art room.



Keith McCarrick, Pennsburg, commented about the change orders and hopes that everyone learned something.

**BOARD COMMENTS**

Judy Maginnis asked how we were doing on budget for the Middle School and the 4<sup>th</sup> & 5<sup>th</sup> Grade Center.

Melanie Cunningham wanted to make sure we have the crossing guards covered in East Greenville and all the signals ready.

Mike Elliott thanked Melanie Cunningham for the time she put in on the projects and also to everyone who has done so much work.

**ADJOURNMENT**

Motion by John L. Farris, seconded by Stephen L. Cunningham, that **the meeting be adjourned at 9:03 p.m.** Motion carried; all voted aye.

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Sandra M. Kassel, Board Secretary