

September 13, 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 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: Alexis McGloin, EdD., Andrea Farina, EdD., Ashley Kitten, and Sandra M. Kassel. Others in attendance were: Kyle Somers, Dyan Hipszer, Raymond Felix, Harry Neill, Bob Piccone, Alisa Capreri, Labrea Huff, Mary Cannon-Orehowsky, Raevona Fisher, and Patrick Knowles.

BOARD PRESIDENT'S REPORT

Dr. Drake announced that a significant portion of the meeting would be to address the mold situation at the high school. He said that the facilities committee had recommended a study be done in all other buildings. Dr. Drake said that the company who was performing the mold remediation would be at the evening's meeting and the public would be able to ask questions at that time.

SUPERINTENDENT'S REPORT

Dr. McGloin thanked the Upper Perkiomen community churches in the area for once again providing coffee and donuts to the staff on opening day and wanted to let them know how much they were enjoyed and appreciated.

Dr. McGloin announced that community members had the opportunity to sign-up for a community newsletter to receive notifications and updates from the school district by using their email address. She said a sign-up sheet was placed in the back of the room.

Dr. McGloin spoke about the offsite walkway project on Montgomery Avenue. She said the district had come to an agreement with four of the property owners. There was one additional property owner that they were still working with. Dr. McGloin thanked Upper Hanover Township and Pennsburg Borough both for their cooperation with the project and with completion of the necessary permit paperwork. She said they were hopeful that the work on the sidewalks would start in April.

Dr. McGloin presented Dr. John Farris with a certificate for 12 years of service on the school board. She spoke about the many hours of time and commitment that board members provided to the school district.

PRESENTATIONS/DISCUSSION

A. High School Moisture & Mold Remediation

Dr. McGloin introduced Ray Felix from Belfor Property Restoration and Harry Neill from 1Source Safety and Health to speak about the mold remediation at the high school.

Mr. Felix explained how many schools had experienced the same issue with moisture and humidity over the summer months when buildings were closed. He spoke about the HVAC units, the ducts and the cleaning of inaccessible coils in parts of the system that could contribute to these issues. Mr. Felix talked about the process of the mold remediation cleaning. He said there were 126 people going through the school methodically and performing a very fine mold remediation cleaning.

Mr. Neill explained how the mold impacted areas were identified and that all areas were being cleaned the same way. He talked about the series of air samplings that were performed which required the levels of mold outside be higher than inside.

Dr. Drake requested recommendations be given for the district to implement to prevent this from happening again in the future.

PUBLIC COMMENTS ON THIS TOPIC

Bob Piccone, Upper Hanover Township, said he appreciated the rapid response on addressing the situation immediately. Mr. Piccone asked how this expense fit into the budget.

Alisa Capreri, Pennsburg, questioned how the impacted areas would affect her son who has asthma. She also questioned the school opening without air conditioning.

Labrea Huff, Upper Hanover Township, spoke about false fire alarms calls for Red Hill Borough from the high school and asked if equipment at the high school is properly maintained and serviced.

Mary Cannon-Orehowsky, Hereford Township, questioned if everyone was made aware of the mold incident the first time it was recognized.

Raevona Fisher, East Greenville, asked about a picture of mold in the band room that she had.

B. 4/5 Building Conversion Presentation – Fidevia Construction Management

Dan Cicala from Fidevia and Troy Hill from Blackney Hayes Architects presented a preliminary budget and potential floor plans for the conversion of the current middle school to a 4/5 building.

They showed plans for the ground floor, the first floor, the vestibule and administrative area and classroom plans and details.

C. First Reading:

i) Policy No. 004.1 – Student Representatives (Attachment A)

Raeann Hofkin said this was for the application process and asked the board if they had any questions.

SOLICITOR’S REPORT/SUNSHINE ACT ANNOUNCEMENTS

Mr. Somers announced that an Executive Session was held after the August 15, 2018 meeting to discuss a performance evaluation for an administrative employee and an Executive Session was held prior to the evening’s meeting to discuss strategy related to collective bargaining.

APPROVAL OF AGENDA

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

MINUTES

A. Motion by Stephen L. Cunningham, seconded by James C. Glackin, to approve the **Regular School Board Meeting Minutes of August 15, 2018**. (Attachment B). Motion carried; all voted aye.

**NEW BUSINESS -
PERSONNEL REPORT**

Motion by Raeann B. Hofkin, seconded by Judy Maginnis, to approve the **Personnel Report as presented**:

Motion by Melanie R. Cunningham, seconded by John L. Farris, to **amend the Personnel Report as presented to remove item ix** from the motion. VOTE: **Smith – no, Glackin – no, Maginnis – no, Hofkin – no, Drake – no, Elliott – no, S. Cunningham – no**, Farris – yes, M. Cunningham – yes.
Motion failed.

Motion by Raeann B. Hofkin, seconded by Judy Maginnis, to approve the **Personnel Report as presented**: VOTE: Smith – yes, Glackin – yes, Maginnis – yes, Hofkin – yes, Drake – yes, Elliott – yes, S. Cunningham – yes, **Farris – no**, M. Cunningham – yes. Motion passed.

A. PERSONNEL REPORT

i) RETIREMENTS

1. SUPPORT STAFF

(a) **Ann M. McFarland**, Paraprofessional at Hereford Elementary School, effective November 2, 2018.

- (b) **Penny R. Whitcomb**, Paraprofessional at Hereford Elementary School, effective October 29, 2018.

ii) RESIGNATIONS

1. ADMINISTRATIVE STAFF

- (a) **Evora N. Taylor**, Director of Food Service, effective September 28, 2018.

2. SUPPORT STAFF

- (a) **Christine M. Collins**, Part-Time Food Service Staff Member at the High School, effective August 26, 2018.
- (b) **Scott J. Elethorp**, Part-Time Custodian at Hereford Elementary School, effective August 17, 2018.
- (c) **Anna E. Finn**, Paraprofessional at the Middle School, effective September 14, 2018.
- (d) **Cynthia E. Gehman**, Paraprofessional at the Middle School, effective August 27, 2018.

iii) APPOINTMENTS

1. PROFESSIONAL STAFF

- (a) **Jessica E. Stopper**, Elementary Teacher as a Professional Employee, at Hereford Elementary School, effective date to be determined, to be hired subject to required employment history review, at Master's+15, Step 4, \$64,803 per year (prorated). Jessica will be replacing Stephanie Diehl who accepted another position with the District.

2. SUPPORT STAFF

- (a) **Shannon M. Glerum**, Staff Nurse at Marlborough Elementary School, effective September 12, 2018, to be hired subject to required employment history review, at \$20.40 per hour, per the Compensation Plan for Staff Nurses. Shannon will be replacing Laura Wismer who resigned.
- (b) **Jaimie B. Hummel**, Paraprofessional at Middle School, effective December 10, 2018, to be hired subject to required employment history review, at \$13.75 per hour, per the Compensation Plan for Instructional Support Staff. Jaimie will be replacing Emily Sicher who resigned.
- (c) **Kimberly J. Reilly**, 1:1 Paraprofessional at Hereford Elementary School, effective September 7, 2018, to be hired subject to required employment history review, at \$11.75 per hour, per the Compensation Plan for Instructional Support Staff. This is a new position.
- (d) **Denise K. Reinhard**, Personal Care Assistant at the High School, effective September 4, 2018, to be hired subject to required employment history review, at \$11.75 per hour, plus \$2,000 annual stipend, per the Compensation Plan for Instructional Support Staff. Denise will be replacing Rebecca Long who resigned.

iv) SUPPLEMENTAL POSITIONS for the 2018-2019 school year:

Area	Position	Name	Salary	
Curriculum Assistant	Social Studies - MS	David Pierce (adjustment)	\$1,275	A
	Elementary - Marlborough	Dana Rosenberger (50%)	\$510	B
	Mathematics - HS	Caren Miller (50%)	\$1,014	B
		Meredith Wickard (50%)	\$1,014	B
	Elementary - Hereford	Stephanie Diehl (50%)	\$510	B
		Lisa Burdick (50%)	\$510	B
Sound and Light	HS Technician	Mark P. Thomas	\$1,224	A
Class Advisor	Advisor, 12 th Grade	Mark P. Thomas	\$3,570	A
	Advisor, 11 th Grade	Angela Traub	\$1,275	A
	Advisor, 10 th Grade	Jennifer L. Rosch	\$1,020	A

Class Advisor	Advisor, 9 th Grade	Colby R. Phillips	\$1,020	A
Publications	Yearbook Advisor - MS	Jessica Dynda	\$1,342	B
Business Club	Advisor	John R. Williamson	\$2,161	A
Debate Club	Advisor	Michael Calvello (50%)	\$1,080.50	A
		Angela Traub (50%)	\$1,080.50	A
Writing Club	Advisor	Timothy Herbert (50%)	\$765	A
		Kathy Stattel (50%)	\$765	A
LEO Club	Advisor - MS	Lisa Colapietro	\$1,200	A
Art Club	Advisor - HS	Amy Lychock (50%)	\$765	A
		Lora Mayer (50%)	\$765	A
Gaming Club	Advisor - MS	Philip Detwiler (50%)	\$600	A
		Jessica Dynda (50%)	\$600	A
Tutoring Club	Advisor - HS	Leanne LeGendre (50%)	\$765	A
Reading	Coaches - MS	Mary Wietecha	\$1,469	A
Olympics	Coaches - HS	Kathy Stattel	\$734	A
Performance Positions	Drama/Musical - MS Asst.	Judith B. Rinehart	\$1,199	A
		Mary Wietecha	\$1,199	A
		Marty O'Connor (50%)	\$599.50	A
		Kevin J. Stephenson (50%)	\$599.50	A

- v) **SUBSTITUTE NURSE**, effective for the 2018-2019 school year:
 - 1. **Gina L. Plonksi**
- vi) **HOMEBOUND INSTRUCTORS/INSTRUCTION IN THE HOME**, effective for the 2018-2019 school year:
 - (1) **Jamye Keiser**
 - (2) **Christa Paul**
 - (3) **Meredith Wickard**
- vii) **PROFESSIONAL MENTOR ASSIGNMENTS** at \$500 per year, per mentee:
 - (1) **Jamie Caverly**
 - (2) **Erica Fitzgerald**
 - (3) **Todd Niemann**
- viii) **SATURDAY DETENTION/SUSPENSION PROCTORS** for the 2018-2019 school year (4 hours/day, as needed) at the hourly rate per the professional agreement:

a. Debra Burns	b. Danielle Hawthorne	c. Christa Paul
d. Lisa Colapietro	e. Laura Hilehoffer	f. Tara Purcell
g. Jessica Dynda	h. Leanne LeGendre	i. Tasha Rushatz
j. Christian Fowkes	k. Vince Leskusky	l. Brenda Stephenson
m. Diane Grandizio	n. Deborah Macioge	o. Cheryl Stotsenburg
p. Ruth Guenther	q. Hillary Miller	r. Mike Tirjan
s. John Gunning	t. Alexa Muhr	u. Shane Thrush
v. Jennifer Hart	w. Tara Muthard	x. Meredith Wickard
y. Jamye Keiser	z. Todd Niemann	

ix) SUPPLEMENTAL SPORTS POSITIONS for the 2018-2019 school year:

Area	Position	Name	Salary	
Basketball	Girls Varsity Assistant HS Coach	Noah M. Barofski*	\$4,047	B

* to be hired subject to required employment history review

x) CHANGES OF STATUS

- (1) **Brenda J. Engdahl**, Assistant Food Service Manager to Food Service Manager at Marlborough Elementary School, at \$14.91/per hour, effective for the 2018-2019 school year. Brenda will be replacing Elizabeth Huguenin who retired.
- (2) **Robert F. Klersy**, Personal Care Assistant to 1:1 Paraprofessional at the Middle School, effective September 6, 2018. Robert will be replacing Kylie McGonigle who resigned.
- (3) **Kerron A. Wilson**, Part-time Food Service Staff Member to Cafeteria and Playground Assistant at Hereford Elementary School, at \$10.50/hour, effective for the 2018-2019 school year. This is a new position.

xi) LEAVES OF ABSENCE

- (1) **Allison P. Stephens**, approve a FAMILY MEDICAL LEAVE of absence from approximately October 28, 2018, through approximately January 18, 2019.
- (2) **John E. Soffa**, approve a FAMILY MEDICAL LEAVE of absence from August 29, 2018, through September 7, 2018.

B. ACTION ITEMS

- i) Motion by Melanie R. Cunningham, seconded by James C. Glackin, to approve the **Upper Perkiomen School District Comprehensive Plan** as attached. (Attachment C). Motion carried; all voted aye.

Motion by Raeann B. Hofkin, seconded by Judy Maginnis, to approve **Action Items ii and iii:**

- ii) to approve **James Glackin to attend the PSBA School Leadership Conference** and to serve as the voting delegate for the Upper Perkiomen School District Board of Directors October 17-19, 2018, in Hershey PA., at an estimated cost of \$952.56.
- iii) to approve **Mike Elliott to attend the PSBA School Leadership Conference** and to serve as the voting delegate for the Upper Perkiomen School District Board of Directors October 17-19, 2018, in Hershey, PA., at an estimated cost of \$955.38.

Motion carried; all voted aye.

Motion by Stephen L. Cunningham, seconded by John L. Farris, to approve **Action Items iv and v:**

- iv) Motion to approve **students of the Senior High School Music Department (Band, Choir and Orchestra) to perform and attend music workshops at Disney World in Orlando, Florida, March 28-31, 2019.**
- v) Motion to approve **John Sheeran, Director of Facilities & Operations as the Upper Perkiomen School District School Safety & Security Coordinator** as required by Section 1309-B of Act 44 of 2018.

Motion carried; all voted aye.

Motion by Judy Maginnis, seconded by Joan T. Smith, to approve **Action Items vi through xii.** Motion was withdrawn.

Motion by Judy Maginnis, seconded by Stephen L. Cunningham, to **amend the motion to approve Action Item viii and to table Action items vi, vii, ix, x, xi and xii.** VOTE: **Smith—abstain**, Glackin – yes, Maginnis – yes, Hofkin – yes, Drake – yes, Elliott – yes, S. Cunningham – yes, **Farris – abstain, M. Cunningham – abstain.** Motion passed.

- vi) Motion to approve _____ to serve as President-Elect for PSBA for 2019.
(1) Eric Wolfgang – Central York School District. **Tabled.**
- vii) Motion to approve _____ to serve as Vice-President of PSBA for 2019.
(1) Art Levinowitz – Upper Dublin School District. **Tabled.**
- viii) Motion to approve **Maura Buri At-Large-Representative (Eastern) 3-year term**
(1) Maura Buri – Upper Merion Area School District. **Approved.**
- ix) Motion to approve _____ Sectional Advisor – Section 8
(1) Amy Goldman – Radnor Township. **Tabled.**
- x) Motion to approve _____ to serve as a Trustee on the PSBA Insurance Trust Board, term ending December 31, 2021.
(1) William S. Lacuff – Owen J. Roberts School District. **Tabled.**
- xi) Motion to approve _____ to serve as a Trustee on the PSBA Insurance Trust Board, term ending December 31, 2021.
(1) Dr. Richard Frerichs – Penn Manor School District. **Tabled.**
- xii) Motion to approve _____ to serve as a Trustee on the PSBA Insurance Trust Board, term ending December 31, 2021.
(1) Nathan Mains – PSBA CEO. **Tabled.**
- xiii) Motion by Melanie R. Cunningham, seconded by Stephen L. Cunningham, to approve **the signed easement agreements for the following properties:**
(2) Brandon & Jennifer Hafler
(a) 57-00-02620-00-5
(b) 15-00-00583-00-5
(3) Donna Ossman
(a) 57-00-02617-00-8
(4) William Kurz
(a) 57-00-02614-00-2
(5) Stanford L. Large, Jr.
(a) 15-00-01684-00-2
- VOTE: Smith – yes, Glackin – yes, Maginnis – yes, **Hofkin – no**, Drake – yes, Elliott – yes, S. Cunningham – yes, Farris – yes, M. Cunningham – yes. Motion carried.
- xiv) Motion by Joan T. Smith, seconded by John L. Farris, to **adopt the attached resolution regarding the transfer of fund balance to the capital reserve account.** (Attachment D).
Motion carried; all voted aye.
- xv) Motion by Stephen L. Cunningham, seconded by Mike W. Elliott, to a **change order GC-003, in the amount of \$5,554.60.** (Attachment E). Motion carried; all voted aye.
- xvi) Motion by John L. Farris, seconded by Mike W. Elliott, to **authorize D’Huy Engineering to allocate \$50,000 in overtime pay for prime contractors**, to be taken from contingency funds.

Motion by John L. Farris, seconded by Joan T. Smith **to call for the vote**. ROLL CALL VOTE: Smith – yes, **Glackin – no, Maginnis – no, Drake – no, Elliott – no, S. Cunningham – no**, Farris – yes, **M. Cunningham – no, Hofkin – no**. Motion failed.

Motion by John L. Farris, seconded by Mike W. Elliott, to **authorize D’Huy Engineering to allocate \$50,000 in overtime pay for prime contractors**, to be taken from contingency funds. ROLL CALL VOTE: Smith – yes, Glackin – yes, Maginnis – yes, Drake – yes, Elliott – yes, S. Cunningham – yes, Farris – yes, M. Cunningham – yes, Hofkin – yes. Motion carried.

President Drake called for a five minute recess at 9:10, the meeting reconvened at 9:15 p.m.

Motion by Stephen L. Cunningham, seconded by John L. Farris, to approve **Action Items xvii through xx**.

xvii) Motion to approve **the lease agreement with HP Financial Services for 64 HP Chromebook x360 EE devices** for elementary FLITE classrooms, 4-year term annual payments of \$5,219.06. (Attachment F)

xviii) Special Education:

- (1) Motion to approve an **agreement with Camphill Special School for the 2018-2019 school year for Related Services for student #272747**, attending for the academic year from August, 2018 through June, 2019.
 - (2) Motion to approve an **Agreement with Camphill Special School for the 2018-2019 school year for Related Services for student #247766**, attending for the academic year from August, 2018 through June, 2019.
 - (3) Motion to approve **agreement with Camphill Special School for the 2018-2019 school year for Related Services for student #257147**, attending for the academic year from August, 2018 through June, 2019.
- xix) Motion to approve **the Inter-Agency Agreement for Title II services** between the Upper Perkiomen School District and Montgomery County Intermediate Unit from July 1, 2018 through September 30, 2021. (Attachment G)
- xx) Motion to approve the **Inter-Agency Agreement for Title IV services** between the Upper Perkiomen School District and Montgomery County Intermediate Unit from July 1, 2018 through September 30, 2021. (Attachment H)

Motion carried; all voted aye.

BUSINESS REPORTS

Motion by Stephen L. Cunningham, seconded by Mike W. Elliott, to approve the **payment of bills, in the amount of \$939,534.87 from the General Fund**. Motion carried; all voted aye.

Motion by Stephen L. Cunningham, seconded by Mike W. Elliott, to approve the payment of bills **in the amount of \$1,977,076.70 for the Capital Project and Capital Reserve Accounts**. Motion carried; all voted aye.

NEW FOLLOW UP ITEMS

- Recommendations for best practices for maintenance of buildings and updated status on the other buildings in regards to air handling.
- Follow up to questions asked earlier in the meeting.

PUBLIC COMMENTS

Patrick Knowles, Upper Hanover Township asked if the basement section of the current middle school will be utilized in the renovation plans. Mr. Knowles also asked if a nurse was hired at Marlborough Elementary.

BOARD COMMENTS

Stephen Cunningham thanked Nicole Taylor for her time in the district and said she would be missed.

Mike Elliott asked about the policy committee meeting and the YMCA and Policy 707.

John Farris thanked Sandy Kassel for keeping a fund balance for so many years so that funds were set aside to cover unexpected expenses. Dr. McGloin and other board members agreed.

Melanie Cunningham had some questions and comments on exit interviews, the board hotline, the ad hoc sports committee.

James Glackin said he knew two people who were interested in the sports committee that had not heard anything yet.

ADJOURNMENT

Motion by Stephen L. Cunningham, seconded by Mike W. Elliott, that **the meeting be adjourned at 9:33 p.m.** Motion carried; all voted aye.

Sandra M. Kassel, Board Secretary