

UPPER PERKIOMEN SCHOOL DISTRICT
2229 East Buck Road
Pennsburg PA 18073

November 12, 2020

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 Drake, at 7:07 p.m. as a virtual and in-person meeting at the Upper Perkiomen Middle School auditorium.

The following Board members attended: Melanie Cunningham, Stephen Cunningham, Mike Elliott, Dana Hipszer, Raeann Hofkin, Judy Maginnis, Keith McCarrick, Peg Pennepacker, and Dr. Kerry A. Drake. Administration in attendance were: Allyn J. Roche, EdD., Andrea Farina, EdD., Kimberly Bast, Sandra M. Kassel, and Georgiann Fisher. Others in attendance were: Kyle Somers, Doug Kenwood, Jim Roth, Enoc Padilla, Jennifer Hartzel, Laura Moyer, Mary Cannon, Jessica Kuntz, Kelly Zayvelev, Bridget Lyman, and Allison Pietila.

BOARD PRESIDENT'S REPORT

President Drake congratulated the Boys and Girls Water Polo Teams for a great season. Dr. Drake announced that he was excited to see the year end committee report presentations. These will show what the Board and administration have been working on this past year to improve the programs both academically and in regards to extra-curricular support and overall functions of the district. Dr. Drake commented that the goal is to deliver the best educational experiences for the students and community while still maintaining prudent fiscal responsibility.

Dr. Drake talked about the COVID situation constantly changing and that we are not in a bubble of safety. He talked about the impact the virus had on the bus company and wished all the staff at the transportation service well. Dr. Drake said that because of the higher number of cases in the county and the state the winter sports motion was removed from tonight's agenda and a special meeting will be scheduled to discuss winter sports and the return to school. Dr. Drake asked everyone to do their part as individuals and be vigilant.

SUPERINTENDENT'S REPORT

Dr. Roche reported that he asked the Principals of each school for one Fall Highlight to share to show the great things going on in the schools. Hereford Elementary and Marlborough both shared photos of their Halloween drive-thru celebrations. The 4th & 5th Grade Center, shared photos of their Boo Thru Celebration and also the Young Author's Club. Middle School welcomed the special education students to school and shared highlights of the Sports teams and all athletes. The high school gave kudos to Mr. Thrush, students in the Work Program and all the fall athletes, coaches, trainers and parents.

Dr. Roche presented the most recent numbers concerning COVID and recommended scheduling a special meeting on November 23, 2020 to discuss the return to school. He gave an update on the transportation closure and plans for next week. Dr. Roche reported that there is a possibility that the district may need to remain in the existing virtual model longer than expected. Dr. Roche talked about the Montgomery County Board of Health meeting and the motion to mandate full virtual which will be voted on the next day.

Dr. Drake called for the Special Meeting on November 23rd at 7:00 pm.

STUDENT REPRESENTATIVE TO THE BOARD REPORT

Enoc Padilla gave a summary of how well the Fall Sports teams did and said there were no COVID shutdowns due to everyone following the guidelines and protocols. Enoc shared that teachers were finding many innovative ways to keep students involved with learning. He announced that 38 individuals will be inducted into the National Honor Society. Enoc reported that Parent Teacher conferences will be held on November 23rd and 24th, and Thanksgiving Break is November 25th - 27th. Enoc said the students are excited to return to school in the hybrid model.

SOLICITOR'S REPORT/SUNSHINE ACT ANNOUNCEMENTS

Mr. Somers reported that the Board met virtually on November 11, 2020 for the matter of the potential purchase of real estate and to receive information but not deliberate on three confidential matters.

APPROVAL OF AGENDA

Motion by Keith McCarrick, seconded by Mike Elliott, to approve **the agenda**. VOTE: M. Cunningham – yes, **S. Cunningham – absent**, Elliott – yes, Hipszer – yes, Hofkin – yes, Maginnis – yes, McCarrick – yes, Pennepacker – yes, Drake – yes. Motion carried.

MINUTES

Motion by Keith McCarrick, seconded by Melanie Cunningham, to approve the **October 8, 2020 Board Meeting Minutes** (Attachment A). VOTE: M. Cunningham – yes, **S. Cunningham – absent**, Elliott – yes, Hipszer – yes, Hofkin – yes, Maginnis – yes, McCarrick – yes, Pennepacker – yes, Drake – yes. Motion carried.

PRESENTATIONS/DISCUSSION

- A. Oath of Office by Board President – Enoc Padilla, Grade 11, Student Board Representative
Dr. Drake administered the Oath of Office to Enoc Padilla and congratulated him and welcomed him to the Board.
- B. Board Policy revisions, repeals and adoptions – First Readings: (Attachment B)
- i. Policy No. 235 – Student Rights and Responsibilities
 - ii. Policy No. 248 – Unlawful Harassment (Intent to Repeal – Now No. 103)

Mrs. Hofkin announced that this is the First Read of these policies and reminded the Board members that if they had questions there is still time to ask them.

OLD BUSINESS

- A. School Board Committee Reports
- i. Special Education & Pupil Services Committee – Judy Maginnis
Mrs. Maginnis reported that at the last virtual meeting the committee reviewed results of the PAYS survey. She thanked Dr. Farina and Mrs. Giblin for the time they spent on it. The committee will not be meeting in November.
 - ii. Curriculum & Instruction Committee – Dr. Kerry Drake
Dr. Drake reported that at the last virtual meeting the committee reviewed district progress from PDE but most metrics were not collected last year. Dr. Drake said they discussed the transition to hybrid and virtual and additional technology for teachers. A Smart Futures program for guidance for younger students was also discussed. The committee will not be meeting in November.
 - iii. Extracurricular Committee – Peg Pennepacker
Ms. Pennepacker reported that at the last virtual meeting invited guests Interim Band Director Robin Holman and Athletic Director Bobby Kurzweg attended. She said that each of them shared information related to the band and athletic programs and gave an update on the Health and Safety Plan. The committee members reviewed information collected from each school on the extra-curricular groups, and there was a conversation on the sports, band, and choir fund scholarship. The next meeting is scheduled for November 19th

and the invited guests are NHS Advisor Colby Phillips and Choral Director Dr. Mark Thomas.

- iv. Facilities Committee – Melanie Cunningham
Mrs. Cunningham reported that the Facilities Committee held a special virtual meeting to hear the recommendations from Provident Energy. She said that NORESCO seemed to be the best fit for the GESA project and that there is a motion on the agenda to authorize the company to evaluate the district. The next meeting is scheduled for November 19th and the Marlborough playground will be discussed.
- v. Finance Committee – Melanie Cunningham
Mrs. Cunningham reported that at the last virtual meeting the committee reviewed contracts that are due and talked about the RFP that was out for the transportation. The next meeting is scheduled for November 16th, and at that meeting she said they will have short interviews with the companies that responded to the transportation RFP and encouraged the full board to attend since transportation is a large expense.
- vi. Policy Committee – Raeann Hofkin
Mrs. Hofkin said the Policy committee is in the process of going over all the policies and are currently in the 200 section. She said the next meeting is scheduled for November 16th.
- vii. Board Communication Line – Mike Elliott
Mr. Elliott reported that there have been a lot of comments recently.
- viii. Legislative Liaison Report – Peg Pennepacker
Ms. Pennepacker spoke about the virtual PASA/PSBA School Leadership Conference that Dr. Roche, Mike Elliott and she attended. She also reported on Senate Bills that have to do with education and schools. Ms. Pennepacker reported that she attended the PSBA Delegate Assembly as a virtual program format.
- ix. Regional Planning Commission Representative – Dana Hipszer
Mr. Hipszer reported that there was not a meeting in October and the next meeting is scheduled for November 30th.

B. School Board Committee Year In-Review Highlights

Dr. Drake thanked Mrs. Bast for collecting and compiling the presentations.

Each Committee Chairperson presented and shared the committee's mission and vision. They reported on a summary of the committee's activities and accomplishments pertaining to each committee's area of focus. The chairperson gave the committee's recommendations for progress towards the 2019-2020 goals and the committee's goals for 2020-2021.

NEW BUSINESS - PERSONNEL REPORT

A. PERSONNEL REPORT

Motion by Stephen Cunningham, seconded by Keith McCarrick, to approve the **Personnel Report**:

i. RETIREMENTS

1. **Sue Hersh**, has submitted her intent to retire her position as Administrative Support at the 4th and 5th Grade Center, effective January 1, 2021.

ii. **RESIGNATIONS**

1. **Hannah Garrett**, Paraprofessional at the High School, resigned her position from the District, effective November 13, 2020.

iii. **APPOINTMENTS**

1. **PROFESSIONAL STAFF**

- a. Motion to approve **Lauren Nyemscek**, Temporary Professional Employee, Family and Consumer Science Teacher for the Upper Perkiomen Middle School, to be hired subject to review of employment history and required clearances, at Masters, Step 2, for the 2020-2021 school year, start date to be determined.

2. **SUPPLEMENTAL POSITIONS**

- a. **Curriculum Writer** for the 2020-2021 school year:

Name	Course/Grade Level	Contract	Type
Matt Lippincott	K-5 FLITE	\$900	New

iv. **LEAVES OF ABSENCE**

1. **Allison Stephens**, approve Maternity Leave beginning on or about January 28, 2021 for 6-8 weeks, continuing to unpaid Family and Medical Leave until April 22, 2021.
2. **Kathryn Stallings**, approve Maternity Leave beginning on or about December 15, 2020 for 6-8 weeks, continuing on unpaid Family and Medical leave until March 22, 2021 and additional unpaid extension until May, 10, 2021.
3. **Jennifer Hart**, approve Maternity Leave beginning on or about April 11, 2021 for 6-8 weeks.
4. **Sarah Petcavage**, approve Maternity Leave beginning on or about January 27, 2021 for 6-8 weeks, continuing on unpaid Family and Medical Leave until April 27, 2021.
5. **Kim Baer-Berrodin**, approve FFCRA leave beginning November 30, 2020 through December 23, 2020.
6. **Jessica Dynda**, approve FFCRA leave beginning November 30, 2020 through December 23, 2020.
7. **Stephanie Diehl**, approve FFCRA leave from November 30, 2020 through December 23, 2020.
8. **Robert Haas**, approve FFCRA leave from November 30, 2020 until December 14, 2020.

Motion carried; all voted aye.

B. ACTION ITEMS

- i. Motion by Stephen Cunningham, seconded by Keith McCarrick, to approve the **following Board Policy revisions, repeals and adoptions** (Attachment C)
 1. Policy No. 203 – Immunization and Communicable Diseases
 2. Policy No. 203.1 – HIV Infection
 3. Policy No. 205 - Postgraduate Students (New)
 4. Policy No. 207 – Confidential Communications of Students
 5. Policy No. 209 – Health Examinations/Screenings
 6. Policy No. 209.1 – Food Allergy Management
 7. Policy No. 209.2 – Diabetes Management
 8. Policy No. 210 – Medications
 9. Policy No. 210.1 – Possession/Administration of Asthma Inhalers/Epinephrine Auto-Injectors
 10. Policy No. 212 & AR – Reporting Student Progress
 11. Policy No. 215 & AR, 215-AR-1 – Promotion and Retention
 12. Policy No. 216 & AR – Student Records

- 13. Policy No. 217 – Graduation
- 14. Policy No. 217.1 & AR – Awarding Diplomas for World War II Veterans (Repeal*)
- 15. Policy No. 217.2 & AR – Awarding Diplomas for Korean War Veterans (Repeal*)
* included in Policy No. 217 – Graduation

Motion carried; all voted aye.

Motion by Stephen Cunningham, seconded by Keith McCarrick, to approve **Action Items ii, iii and iv:**

- ii. Motion to approve the **revised Health & Safety Plan for a Hybrid Model for Learning** for students to begin November 30, 2020. (Attachment D)
- iii. Motion to approve a **revised 2020-21 School Calendar reflecting the transition to the Hybrid Instructional Model** beginning on Monday November 30, 2020. The revised calendar delineates the specific Blue and Gold Days for in-person hybrid instruction as well as Virtual Days for long-range planning. If there is a transition to a full virtual model or a full in-person model, the 2020-21 School Calendar may need to be revised again. (Attachment E)
- iv. Motion to approve **the reinstatement of the following positions:** (6) Kitchen Manager, (1) Assistant Manager, (18) Food Service Workers, (1) District Courier, effective November 23, 2020 and (6) Instructional Aides, (10) Cafeteria/Playground Aides, effective with the district's return to in-person and/or hybrid instructional model.

VOTE: M. Cunningham – yes, S. Cunningham – yes, Elliott – yes, Hipszer – yes, **Hofkin – no**, Maginnis – yes, McCarrick – yes, Pennepacker – yes, Drake – yes. Motion carried.

- v. Motion by Stephen Cunningham, seconded by Keith McCarrick, to appoint **Dr. Joanna McCourt as Interim Building Principal at Marlborough Elementary School commencing on January 28, 2020 (approx), and ending April 22, 2020**, or upon the return of Mrs. Stephens to this position, whichever occurs first. Additionally, allow forty (40) transition hours to occur between November 30, 2020 and January 28, 2021 at the rate of \$50.00/hour. (Attachment F). Motion carried; all voted aye.
- vi. Motion by Keith McCarrick, seconded by Stephen Cunningham, to approve **the development and execution of an Agreement of Sale for the purchase of the Wood property**, parcel # 17-00-00763-00-3 in accordance with the Option and Right of First Refusal Agreement dated May 6th of 1993. ROLL CALL VOTE: **M. Cunningham – no**, S. Cunningham – yes, **Elliott – no**, Hipszer – yes, **Hofkin – no**, Maginnis – yes, McCarrick – yes, Pennepacker – yes, Drake – yes. Motion carried.
- vii. Motion by Melanie Cunningham, seconded by Judy Maginnis, to **adopt the attached Resolution** regarding the transfer of fund balance to the Capital Reserve Account for the turf fields. (Attachment G). Motion carried; all voted aye.
- viii. Motion by Melanie Cunningham, seconded by Stephen Cunningham, to approve **an energy performance contract** investment grade audit agreement with NORESCO that was chosen/recommended by the Facilities Committee. (Attachment H). Motion carried; all voted aye.

Motion by Stephen Cunningham, seconded by Keith McCarrick, to approve **Action Items ix, x, xi, and xii:**

- ix. Motion to approve **the purchase of a Smart Futures online platform for \$4,500**. This platform will enable the district to empower students to meet the Act 339 evidence requirement (College and Career Readiness) through relevant, age appropriate activities that uncover areas of interest for students in grades 4th-12th. (Attachment I)
- x. Motion to approve **the purchase of professional development services provided by TLS (Teaching, Learning, and Succeeding)** for all K-12 staff on November 11, 2020 in preparation for the hybrid instructional model (including an online “tool kit” for staff use this school year) for \$4,570.00. (Attachment J).
- xi. Motion to approve a **three year contract with Bucks County Intermediate Unit to provide Title I Nonpublic Equitable services** for students in our geographical area who are attending Quakertown Christian Academy. The contract is paid through our Title I Federal Funds. (Attachment K)
- xii. Motion to approve a **three year contract with Montgomery County Intermediate Unit to provide Title I Nonpublic Equitable services** for students in our geographical area who are attending Dock Mennonite Elementary Campus. The contract is paid through our Title I Federal Funds. (Attachment L)

Motion carried; all voted aye.

BUSINESS REPORTS

Motion by Stephen Cunningham, seconded by Judy Maginnis, to approve the **payment of bills, in the amount of \$1,750,262.02 from the General Fund**. Motion carried; all voted aye.

Motion by Stephen Cunningham, seconded by Melanie Cunningham, to approve the **payment of bills in the amount of \$124,148.09 from the Capital Projects & Capital Reserve Accounts**. Motion carried; all voted aye.

Motion by Stephen Cunningham, seconded by Keith McCarrick, to approve the **Per Capita Exonerations**. Motion carried; all voted aye.

NEW FOLLOW UP ITEMS

A Special Meeting will be held on November 23, 2020 at 7:00 p.m.

PUBLIC COMMENTS

Jennifer Hartzel, Pennsburg, talked about her student and an evaluation and many concerns with virtual learning.

Laura Moyer, Upper Hanover Township, thanked everyone for doing a great job with the virtual platform and asked for more consistency in updating Skyward.

Mary Cannon, Hereford Township, asked about attendance issues at Middle School, and what will be the plan for continuity of education if the district runs into another bus situation.

Jessica Kuntz, Red Hill, was questioning the AM or PM sessions for kindergarten based on location of where you live and how that will change now.

Kelly Zayvelev, Upper Hanover Township, gave a shout out to the 5th grade teachers and thanked everyone for their hard work.

Bridget Lyman, Upper Hanover Township, is hoping that the students will be playing Winter sports.

Jennifer Hartzel, Pennsburg, asked about the high school attendance quiz.

Allison Pietila, is 100% behind getting students back to school but does have concerns about going back to school at this time with the holidays approaching.

BOARD COMMENTS

Mike Elliott, said there are many tough decisions ahead of the Board, and hopes the kids have an opportunity for after school activities and sports.

Dr. Kerry Drake, wished everybody good health and reminded everyone to stay vigilant as individuals with stopping the spread of the virus.

ADJOURNMENT

Motion by Keith McCarrick, seconded by Stephen Cunningham, that **the meeting be adjourned at 9:26 p.m.** Motion carried; all voted aye.

Sandra M. Kassel, Board Secretary