

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

December 3, 2018

CALL TO ORDER BY PAST PRESIDENT

The Reorganization meeting was called to order at 7:00 p.m. in the Upper Perkiomen Education Center with the following members attending: Joan T. Smith, James C. Glackin, Judy Maginnis, Raeann B. Hofkin, Dr. Kerry A. Drake, Mike W. Elliott, Stephen L. Cunningham, Dr. John L. Farris, and Melanie R. Cunningham.

A Moment of Silence was held for Andrea Clutter.

ELECTION OF TEMPORARY CHAIRPERSON

A nomination for **Sandra Kassel** to be elected as **Temporary Chairperson** was made by Stephen Cunningham. All were in favor; **Sandra Kassel was elected Temporary Chairperson.**

ELECTION OF OFFICERS

A nomination for **Kerry A. Drake** to be elected as **President** of the Upper Perkiomen School Board was made by Stephen Cunningham. All were in favor; **Kerry A. Drake was elected President** of the Upper Perkiomen School Board.

A nomination for **Raeann B. Hofkin** to be elected as **Vice President** of the Upper Perkiomen School Board was made by Melanie R. Cunningham.

A nomination for **Mike W. Elliott** to be elected as **Vice President** of the Upper Perkiomen School Board was made by Judy Maginnis.

Sandra Kassel called for a Roll Call Vote and asked that each person state the name of the candidate they were voting for. **ROLL CALL VOTE:** M. Cunningham – Raeann Hofkin, Farris – Mike Elliott, S. Cunningham – Mike Elliott, Elliot – Mike Elliott, Drake – Mike Elliot, Hofkin – Mike Elliott, Maginnis – Mike Elliott, Glackin – Mike Elliott, Smith – Mike Elliott.

Mike W. Elliott was elected Vice President of the Upper Perkiomen School Board.

ADJOURNMENT

Dr. Drake adjourned the meeting at 7:05 p.m.

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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 7:06 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, Brien Kalnoski, Dave McKelvey, Kyle Kovalenko, Zachary Fetchen, Joseph McGillen, Colin Henry, Nolan Henry, Jonas Kinsler, Kevin Kovalenko, Joshua McKelvy, Michael Szymanski, Erin Dunphy, Lotte Kastelein, Faith Kilbride, Bailer McCausland, Abigail Foreman, Kayman Heater, Caitlyn McKelvy, Makayla Jones, Darragh Martin, Keith McCarrick, Jim Raftery, Katie Warren, Mike Tannous, Cathy Davidson, Mary Cannon-Orehowsky, Labrea Huff, Nyechay Lawless, and the UP Drama Club members.

BOARD PRESIDENT'S REPORT

Dr. Drake offered his sincerest condolences to the family of a student who passed away, he said the outpouring support from the community and students was wonderful to see.

Dr. Drake thanked Dr. McGloin for her service to the district and wished her well on her future endeavors.

Dr. Drake thanked his colleagues for electing him to lead the Board for another term. He said it has been an honor for him to serve in this manner. He spoke about the many changes in 2018 and said he looked forward to the new challenges to be had in 2019.

SUPERINTENDENT'S REPORT

Dr. McGloin reported that next month the Board will welcome two student representatives, Kaya Rogers, Gr. 12 and Carly Eidle, Gr. 11.

Dr. McGloin said that a survey would be sent out to the community to vote on the name of the 4/5 building in December. The voting would be open for three weeks and the Board will consider the results to make their final determination in January.

Dr. McGloin announced that Hereford Elementary teacher Beth Bianco was recognized as a National Board Certified Teacher. Dr. McGloin said it was such huge honor to be recognized and expressed her congratulations.

PRESENTATIONS/DISCUSSION

- A. Upper Perkiomen School District Girls Varsity Water Polo Team 2018 Small School State Champions and Upper Perkiomen School District Boys Varsity Water Polo Team 2018 Small School State Champion Runner-Ups
- i) Coaching Staff for both teams:
 - 1. Head Coach - Brien Kalnoski
 - 2. Assistant Coach - JD Ricapito
 - 3. Volunteer Coach - Dave McKelvey

Dr. McGloin recognized and honored the players and coaches of both the Boys and Girls teams for their accomplishments.

The Girls Team Members:
Erin Dunphy
Lotte Kastelein

The Boys Team Members:
Kyle Kovalenko
Trevor Cairns

Faith Kilbride
Bailey McCausland
Taylor McKelvy – Mgr.
Madison Modugno
Abigail Foreman
Kayman Heater – Mgr.
Caitlyn McKelvy
Makayla Jones
Darragh Martin

Zachary Fetchen
Joseph McGillen
Colin Henry
Nolan Henry
Jonas Kinsler
Kevin Kovalenko
Sean Lyman
Joshua McKelvy
Michael Szymanski

President Drake called for a recess at 7:24 p.m., the meeting reconvened at 7:26 p.m.

B. Board Policy Revisions/Additions/Retirements

- i) First Reading: (Attachment A)
 - (1) Policy No. 801 – Public Access to School District Records

Raeann Hofkin invited everyone to the Policy committee meeting on January 8th at 7:00 pm. to comment about the Right to Know process. She would like to see that policy updated.

SOLICITOR’S REPORT/SUNSHINE ACT ANNOUNCEMENTS

Mr. Somers announced that an Executive Session was held on November 8, 2018 and November 27, 2018 for the purpose of discussing a matter of personnel. He said the board also met prior to the meeting to discuss two matters of litigation.

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 Melanie R. Cunningham, to approve the **Regular School Board Meeting Minutes of November 8, 2018**. (Attachment B). Motion carried; all voted aye.

OLD BUSINESS

Kyle Somers was asked to give a summary of Raeann Hofkin’s Right to Know request and appeal. He reported that the legal expenses incurred by the district for the request and the appeals were \$8,721.50. Mr. Somers provided some information on the outcome of the appeals. The first request was for documentation for certain email communications and the second for a particular document, a spreadsheet, that documented communications for the district. In the first appeal the Office of Open Records said the communications document did constitute a transaction of the district and overturned the district’s denial. The Office of Open Records upheld the district’s denial of the second appeal saying that the spreadsheet document did not exist. Since Mr. Somers reviewed the outcomes and did not recommend the district appeal the determinations, the matter was concluded.

**NEW BUSINESS -
PERSONNEL REPORT**

A. PERSONNEL REPORT

Motion by Stephen L. Cunningham, seconded by Melanie R. Cunningham, to approve **Item i)- Appointments of the Personnel Report**:

i) APPOINTMENTS

1. SUPPORT STAFF

- a. **Christina L. Latham**, Cafeteria/Playground Assistant at Hereford Elementary School, effective December 3, 2018, at \$10.50 per hour, per the Compensation Plan for Instructional Support Staff. Christina is replacing Melissa Yaroschak who accepted another position with the District.

2. SATURDAY DETENTION/SUSPENSION PROCTORS for the 2018-2019 school year (4 hours/day, as needed) at the hourly rate per the professional agreement:

- a. Julian Smoger

3. SUPPLEMENTAL POSITIONS for the 2018-2019 school year:

Area	Position	Name	Salary	
Tutoring	Advisor, HS	Theresa Schlatterer (50%)	\$765	A
Performance	Drama/Musical-MS Asst	Cathy Bronsdon	\$1,199	A
Basketball	MS Assistant Coach	Michael G. Nuding*	\$2,499	B

* to be hired subject to required employment history review

Motion carried; all voted aye.

Motion by Mike W. Elliott, seconded by James C. Glackin, to approve **Item ii) – Change of Status** of the Personnel Report:

ii) CHANGE OF STATUS

- 1. **Shannon R. Trexler**, from Elementary Assistant Principal to High School Assistant Principal at a salary of \$105,000 per year, effective July 1, 2019.
- 2. **Arthur B. Vigilante**, from High School Assistant Principal to 4/5 Building Principal at a salary of \$125,000 per year, effective July 1, 2019.

Motion carried all voted aye.

Motion by Stephen L. Cunningham, seconded by James C. Glackin, to approve the **remainder of the Personnel report as presented:**

iii) LEAVES OF ABSENCE

- 1. **Lisa M. Burdick**, approve an **UNCOMPENSATED LEAVE** of absence from November 5, 2018, through approximately January 2, 2019.
- 2. **Danielle K. Devine**, approve an **EXTENSION** to an **UNPAID LEAVE** of absence from November 1, 2018, through approximately December 3, 2018.
- 3. **Michele L. D'Ippolito**, approve a **FAMILY MEDICAL LEAVE** of absence from November 9, 2018, through November 30, 2018.
- 4. **Jennifer A. Elliker**, approve a **FAMILY MEDICAL LEAVE** of absence from approximately February 13, 2019, through approximately May 8, 2019.
- 5. **George A. Reigle, III**, approve a **FAMILY MEDICAL LEAVE** of absence from January 28, 2019, through February 1, 2019, and February 11, 2019 through March 8, 2019.

6. **Tracy L. Shipper**, approve a **FAMILY MEDICAL LEAVE** of absence from approximately March 19, 2019, through approximately April 30, 2019.
7. **Ronald C. Sturdevant**, approve a **FAMILY MEDICAL LEAVE** of absence from December 11, 2018, through approximately December 26, 2018.

Motion carried; all voted aye.

B. ACTION ITEMS

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

- i) Motion to approve the **2019 Board & Workshop Meeting Dates** (Attachment C)
- ii) Motion to approve the following **Board Policies/Administrative Regulations Revisions/Adoptions/Retirements:** (Attachment D)
 1. Policy No. 2XX & AR – Life Threatening Student Allergies
 2. Policy No. 209.1 & AR – Life Threatening Student Allergies
 3. Policy No. 707 AR – Use of School Facilities

Motion carried; all voted aye.

Motion by Stephen L. Cunningham, seconded by Melanie R. Cunningham, to approve **Action Items iii, and iv:**

- iii) Special Education Services:
 1. Motion to approve **Agreement between Upper Perkiomen School District and Student #246626 for Compensatory Education** in the amount of \$10,000 and Attorney Fees in the amount of \$90,000; totaling \$100,000.
 2. Motion to approve **Agreement with KidsPeace National Centers for student #276897** for educational placement during the 2018-2019 school year.
- iv) Motion to approve the attached **resolution with Berkheimer authorizing the Business Administrator and Assistant Business Administrator access to the district's tax information.** (Attachment E)

Motion carried; all voted aye.

- v) Motion by Stephen L. Cunningham, seconded by John L. Farris, **to adopt the attached resolution regarding the transfer of fund balance to the capital reserve account.** (Attachment F). Motion carried; all voted aye.

Motion by Stephen L. Cunningham, seconded by Judy Maginnis, to approve **Action items vi and vii:**

- vi) Motion to approve the **attached proposal with Interstate Maintenance Corporation** to provide a substitute full-time custodian to cover open positions. (Attachment G)
- vii) Motion to approve an **Addendum to the Agreement between Upper Perkiomen School District and ESS Northeast, LLC (f/k/a S4Teachers).** (Attachment H)

Motion carried; all voted aye.

viii) Motion by Mike W. Elliott, seconded by Joan T. Smith, to approve **the quotes from Entertainment Services Group for the High School Auditorium sound system repair and replacement** in the amount of \$14,359.53 and the High School Auditorium video system in the amount of \$2,868.30 for a total of \$17,227.83. This will be funded through the capital reserve account. Motion carried; all voted aye.

ix) Motion by Stephen L. Cunningham, seconded by Judy Maginnis, to approve **the quote from Entertainment Services Group for the High School Auditorium stage LED lighting upgrade** in the amount of \$32,126.87. This will be funded through the capital reserve account. Motion carried; all voted aye.

x) Motion by Mike W. Elliott, seconded by Joan T. Smith, to approve **the quote from Northeast Stage for the replacement of the rigging and the curtain on the High School Auditorium stage** in the amount of \$45,331.00. This will be funded through the capital reserve account. Motion carried; all voted aye.

xi) Motion by Stephen L. Cunningham, seconded by Melanie R. Cunningham, to approve **the deduct change order in the amount of \$4,372.33 for Weatherproofing Technologies, Inc.** for unneeded inspection time on the high school auditorium lobby roof replacement. (Attachment I). Motion carried; all voted aye.

xii) Motion by Joan T. Smith, seconded by Melanie R. Cunningham, to approve **Change Order EC-003 for the Electrical Contractor, Albarell Electric, Inc.** in the amount of \$64,036.82. (Attachment J). Motion carried; all voted aye.

xiii) Motion by Mike W. Elliott, seconded by Melanie R. Cunningham, to approve **the signed easement agreement** for William J. Chrisman, Jr. Parcel #57-00-03408-20-07. Motion carried; all voted aye.

xiv) Motion by Stephen L. Cunningham, seconded by Raeann B. Hofkin, to **accept the notice provided by Dr. Alexis McGloin that she is not seeking a renewal of her contract as Superintendent of Schools** which expires on June 30, 2019, in satisfaction of the requirements of Section 10-1073(b) of the Pennsylvania Public School Code.

Dr. Farris said he was sad and unhappy to see this and Mr. Elliott echoed his thoughts.

Motion carried; all voted aye.

xv) Motion by Stephen L. Cunningham, seconded by Melanie R. Cunningham, to approve **the Proposal dated November 28, 2018 from the Montgomery County Intermediate Unit to provide assistance with conducting a search for the new superintendent of schools.** (Attachment K). 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 \$1,060,081.07 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 \$3,768,412.35 for the Capital Reserve and Capital Projects Accounts.** Motion carried; all voted aye.

Motion by Stephen L. Cunningham, seconded by Mike W. Elliott, to approve **the Per Capita Exonerations.** Motion carried; all voted aye.

NEW FOLLOW UP ITEMS

Request of review of previous minutes that spoke about rock removable.

Right to Know requests by board members and policies concerning that at a future meeting.

PUBLIC COMMENTS

Dr. Drake read a statement about public comments.

Keith McCarrick, Pennsburg suggested that dollar amounts be added to Action Items.

Jim Raftery, East Greenville, thanked the board and administration for approving the renovations to be done in the high school auditorium.

Katie Warren, Red Hill, asked why swimming coach's salaries are less than other sports.

Mike Tannous, Upper Hanover and YMCA, thanked the board and administration for the new Policy 707 and working with the YMCA.

Cathy Davidson, Pennsburg, asked why the committee reports were not on the agenda. She also asked about the estimated date of completion on the new middle school project.

Mary Cannon-Orehowsky, Hereford, had concerns about the district dismissal time on the day of the recent snowstorm.

Labrea Huff, Upper Hanover, spoke about the Right to Know Law concerning requests and denials.

Nyechay Lawless, Pennsburg, asked about the costs associated with the rental of the fields for the youth football programs.

Members of the UP Drama Club, as a group, thanked the board for approving the updates to the high school auditorium.

Mary Cannon-Orehowsky, Hereford, said this was not the first time buses were late during early dismissals for snow.

BOARD COMMENTS

Raeann Hofkin said that at the middle school she noticed that a custodian proudly displayed the certificate of training in the custodial closet.

ADJOURNMENT

Motion by Stephen L. Cunningham, seconded by Mike W. Elliott, that **the meeting be adjourned at 8:40 p.m.** Motion carried; all voted aye.

Sandra M. Kassel, Board Secretary