

**BOARD WORKSHOP MINUTES**

January 25, 2024 – 7:00 p.m.

**Education Center**

**I. CALL TO ORDER - 7:00 pm**

a. Roll Call:

Emily McCormick, Trina Schaarschmidt - arrived at 7:29 pm, Keith McCarrick, Sarah Bieber, Melanie Cunningham, Peg Pennepacker, Elizabeth Fluckey, JP Prego and Leah Cianfrani

A. Introductions of Staff:

Drew Bishop, Georgiann Fisher, Dr. Andrea Farina, Dr. Allyn J. Roche, Megan Moyer  
Others in attendance: Kyle Somers, Rachel Landis, Christopher Montes

**II. COMMITTEE REPORTS**

a. Communications Committee - Liz Fluckey

- Met January 25, 2024
- Discussed Monsido which includes ADA compliance
- Discussed ParentSquare and phase 2 rolling out July 1, 2024
- Discussed Upper Perk branding and if there is a need to update the current brand

b. Educational Programs and Services Committee – Emily McCormick

- Met January 18, 2024
- Parent reunification updates and the pilot drill at Marlborough in March
- Special Education updates
- TSI updates
- Program of Studies for 24-25 school year
- Next meeting February 15, 2024 at 5 pm at the Ed Center

c. Extracurricular Committee – Emily McCormick

- Meeting will be held on January 29, 2024

d. Facilities Committee – JP Prego

- Meeting will be held on January 29, 2024

e. Finance Committee – Melanie Cunningham

- Budget discussions
- Recommended approving a transportation request for additional module on Transportation software
- UP Work Program that brings in funds and a change in accounting to properly budget for revenues and expenditures
- Delinquent real estate tax bill for waiver of fees and penalties
- Student Activities funds will be separated out of other deposits

- Discussed an optional volunteer insurance policy that would help volunteers in the event of an accident to help cover medical bills, this would be secondary to the volunteers insurance
  - Recommended approving Gorman and Associates to continue as auditors for the next 3 years
  - Per Capita tax issues discussed
  - Discussed debt service borrowing base
  - Discussed the 2023-2024 finalized state budget
  - Next meeting February 12, 2024 at 6 pm in the Ed Center
- f. Policy Committee – Peg Pennepacker
- Met January 22, 2024
  - Reviewed financial policies for revisions
  - Informational discussion on a policy regarding Booster Clubs
  - Next meeting February 12, 2024 at 5 pm at the Ed Center
- g. Western Montgomery Career & Technology Center – Keith McCarrick
- Met January 8, 2024
  - Reviewed APTE 339 review which is a peer review. Final report said the school is doing a very good job.
  - Skills USA started yesterday
  - February 6, 2024 and February 7, 2024 are the next Skills USA competitions
  - Application process is underway for students to apply. Applications have increased since last year at this time.
- h. Upper Perkiomen Education Foundation – Leah Cianfrani
- Met January 4, 2024
  - Facilitator was brought in to discuss the goal of the Foundation moving forward.
  - Branding and communication were discussed as the most important first steps
  - Another goal was to differentiate from the School District and PTO's and Booster clubs
- i. Montgomery County Intermediate Unit – Leah Cianfrani
- Director Cianfrani met with the IU staff on January 8, 2024 for a new board member orientation
  - Dr. Speaker's contract was extended
  - MCIU will enter into an agreement with Luzerne County IU to increase teachers in the workforce
  - Celebrated Read Across America and will have the opportunity to read to students
- j. Legislative Liaison Report – Peg Pennepacker
- Met December 6, 2023
  - Representative Scott spoke to Committee

- Discussed a chance for Superintendents to visit the House to advocate for public education and charter school reform
- Discussed several bills recently approved by the Legislature and others that are up for discussion in the Legislature
- Next meeting February 15, 2024

k. Regional Planning Commission Representative – Sarah Bieber

- Met January 24, 2024
- Board reorganization
- Reviewed zone codes, electric charging stations, electronics recycling, code blue winter for homeless, and a discussion on a request for a sidewalk on East 8th Street and Penn

**III. PRESENTATIONS/DISCUSSION**

- None

**IV. SOLICITOR’S REPORT/SUNSHINE ACT ANNOUNCEMENTS**

- The Board met in Executive Session immediately prior to this meeting regarding personnel involving an administrative vacancy, tax assessment appeal matter, as well as a confidential student special education matters.
- Reviewed both sections for public comments

**V. PUBLIC COMMENTS ON ACTION ITEMS**

- None

**VI. APPROVAL OF MINUTES**

- a. Motion to approve the October 26, 2023 Board Workshop Minutes ([Attachment A](#))  
**Motion to Approve - Keith McCarrick**  
**Second Motion - JP Prego**  
**Vote - 9-0**

**VII. PERSONNEL**

a. **RETIREMENTS**

- i. **Carol Tersine**, Paraprofessional, submitted her intent to retire at the end of the 2023-2024 school year.
- ii. **Colleen Mest**, Paraprofessional, submitted her intent to retire at the end of the 2023-2024 school year.

b. **RESIGNATIONS**

- i. **Patricia Brennan-Bortz**, rescinded her resignation that was to be effective January 22, 2024 and will remain as a District employee.

c. **APPOINTMENTS**

i. **SUPPORT STAFF**

## UPPER PERKIOMEN SCHOOL DISTRICT

1. **Caroline Hilbert**, existing staff to be hired as Paraprofessional for the district at \$18.50/hour effective January 16, 2024.

d. **LEAVES OF ABSENCE**

- i. **Lyssa Busolits**, approve Family and Medical Leave beginning on April 10, 2024 through May 22, 2024.
- ii. **Gail Feather**, unpaid leave beginning on December 11, 2023 through February 8, 2024.

**Motion to approve - Keith McCarrick in entirety**

**Second Motion - Emily McCormick**

**Vote - 9-0**

**VIII. ACTION ITEMS**

**IX. PUBLIC COMMENTS**

- None

**X. BOARD COMMENTS**

- None

**XI. ADJOURNMENT - 7:37 pm**

**Motion to Approve - JP Prego**

**Second Motion - Keith McCarrick**

**Vote - 9-0**

FUTURE BOARD & COMMITTEE MEETINGS			
	DATE	TIME	LOCATION
Extracurricular Committee Meeting	01/29/24	6:00 pm	Education Center
Facilities Committee Meeting	01/29/24	7:00 pm	Education Center
Regular School Board Meeting	02/08/24	7:00 pm	Education Center
Policy Committee Meeting	02/12/24	5:00 pm	Education Center
Finance Committee Meeting	02/12/24	6:00 pm	Education Center
Educational Programs & Services Committee Meeting	02/15/24	5:30 pm	Education Center
Communication Committee Meeting	02/22/24	6:15 pm	Education Center
School Board Workshop	02/22/24	7:00 pm	Education Center

## UPPER PERKIOMEN SCHOOL DISTRICT

Extracurricular Committee Meeting	02/26/24	6:00 pm	Education Center
Facilities Committee Meeting	02/26/24	7:00 pm	Education Center