

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

**BOARD WORKSHOP**  
**June 25, 2020**

**CALL TO ORDER**

The Board Workshop of the Board of School Directors of the Upper Perkiomen School District was called to order by President Kerry Drake, at 7:06 p.m. as a virtual on-line meeting.

The following Board members attended: Peg Pennepacker, Dr. Kerry A. Drake, Melanie R. Cunningham, Keith McCarrick, Mike W. Elliott, Judy Maginnis, Dana E. Hipszer, and Stephen L. Cunningham. Absent member was: Raeann Hofkin. Administration in attendance were: Allyn Roche, EdD., Andrea Farina, EdD., Sandra M. Kassel, and Georgiann Fisher. Others in attendance were: Kyle Somers, Robert Kurzweg, Dyan Hipszer, Jessica, Kim Hickson, and Christine Schmoyer.

**APPROVAL OF MINUTES**

Motion by Stephen L. Cunningham, seconded by Melanie R. Cunningham, to approve the **May 28, 2020, Board Workshop Minutes** (Attachment A). Motion carried; all voted aye.

**PRESENTATIONS**

- a. Upper Perkiomen Health & Safety Plan for Reopening – Dr. Roche & Dr. Farina  
Dr. Roche and Dr. Farina discussed all the recommendations and guidelines that need to be considered in opening schools. Dr. Roche announced that a Special meeting will be held on July 13, 2020 to approve the Health and Safety Plan.
- b. Athletic Health & Safety Return to Play Plan – Mr. Bobby Kurzweg  
Mr. Kurzweg went over the process and procedures for the Athletic Plan.

**PUBLIC COMMENTS ON AGENDA ITEMS**

None

**PERSONNEL**

Motion by Stephen L. Cunningham, seconded by Keith McCarrick, to approve the **Personnel Report** as presented:

- a. **RETIREMENTS**
  - i. **Anne Hodges**, 1st Grade Teacher, Hereford Elementary, intent to retire at the conclusion of the 2019-2020 school year.
- b. **RESIGNATIONS**
  - i. **Tamara Southerling**, School Psychologist, Middle School, resigned her employment with the district, effective August 10, 2020.
  - ii. **Lynne MaCort**, Staff Nurse, Marlborough Elementary, resigned her employment with the district, effective June 16, 2020.
  - iii. **Melanie Carra**, Paraprofessional, High School, resigned her employment with the district, effective June 16, 2020.
  - iv. **Lisa Burdick**, Reading Specialist at the 4th and 5th Grade Center resigned her employment with the district effective, June 16, 2020.

c. **APPOINTMENTS**  
i. **PROFESSIONAL**

1. **Curriculum Writers** for the 2019-2020 school year:

Name	Course/Grade Level	Contract	Type
Kathleen Rambo	6 <sup>th</sup> Grade ELA Core	\$450	Shared Writing, payment should have been \$900 each, last board agenda item provided \$450 in payment. This adjustment is to pay the additional \$450 owed.
Alicia Mata	9 <sup>th</sup> Grade Western Civilization	\$450	Shared Writing, payment should have been \$900 each, last board agenda item provided \$450 in payment. This adjustment is to pay the additional \$450 owed.
Hillary Miller	6 <sup>th</sup> Grade ELA Core	\$450	Shared Writing, payment should have been \$900 each, last board agenda item provided \$450 in payment. This adjustment is to pay the additional \$450 owed.

2. **Mentors** for the 2019-2020 school year:

Brianna Wolfgang	Rachel Schmeckenbecher	MS/HS
Heather Shelly	Kim Parkins	4&5 Grade Center

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

Name	Course/Grade Level	Contract	Type
Kim Diffenderfer	4th Social Studies	\$900 (50%)	New

4. **Curriculum Assistants** for the 2020-2021 school year:

Department	Building	First Name	Last Name	Pay
Elementary	HFD	Amber	Andersen (50%)	\$637.50
Special Education	MS	Melissa	Swope	\$1,275.00

Motion carried; all voted aye.

**ACTION ITEMS**

- a. Motion by Stephen L. Cunningham, seconded by Keith McCarrick, to approve the **Athletic Health & Safety Return to Play Plan**. (Attachment B). Motion carried; all voted aye.
- b. Motion by Stephen L. Cunningham, seconded by Keith McCarrick, to approve the **Resolution Calling for Charter School Funding Reform**. Motion carried; all voted aye.

Motion by Stephen L. Cunningham, seconded by Keith McCarrick, to approve Action Items c, d, e, f, g, h, and i:

- c. **Between this meeting and the next meeting of the Board scheduled for August 13, 2020, the Board of School Directors authorizes the Superintendent to take action on behalf of and in the name of the District for the following purposes:**
  - i. Hiring of teachers and other administrative employees for open budgeted positions where the failure to hire prior to August 13, 2020, could impair the ability of the District to attract the best candidates for such open and budgeted positions; and
  - ii. Pay District bills to the extent that the payments reflect a budgeted expense. Any action taken by the Superintendent in accordance with this authorization shall be deemed to be the action of this Board. Such action shall be confirmed by the Board at the August 13, 2020, Board meeting.
- d. Motion to approve a **one year Compensation Plan for the Confidential Administrative Support Staff**, beginning July 1, 2020 and expiring June 30, 2021. (Attachment D)
- e. Motion to approve a **one-year Compensation Plan for the Administrative Support Staff**, beginning July 1, 2020 and expiring June 30, 2021. (Attachment E)
- f. Motion to approve a **one-year Compensation Plan for the Maintenance and Custodial Staff**, beginning July 1, 2020 and expiring, June 30, 2021. (Attachment F)
- g. Motion to approve a **one-year Compensation Plan for the Act 93 Administration**, beginning July 1, 2020 and expiring June 30, 2021. (Attachment G)
- h. Motion to approve **Mr. James McFadden for a one-year Contract in the role of School Security Officer**, effective July 1, 2020 and expiring on June 30, 2021. (Attachment H)
- i. Motion to approve **Waiver Agreement and Release** between Upper Perkiomen School District and Student #267245 for reimbursement of attorney's fees and costs in the amount of \$5,000. (*Attachment – Board Only*).

Motion carried; all voted aye.

Motion by Stephen L. Cunningham, seconded by Keith McCarrick, to approve Action Items j,k, l, m, and n:

- j. Motion to approve a **48 month HP lease agreement in the amount of \$56,552.55/yr**, the supplier is Lantek for 325 ProBooks for 9th grade. (Attachment I)
- k. Motion to approve the **Crossing Guard Services Agreement with Everything Parking, Inc. d/b/a/Cross Safe for the 2020-2021 school year**. (Attachment J)
- l. Motion to **award district mowing and grounds maintenance services from July 1, 2020 to June 30, 2021 to Mitchell Outdoor Services for a cost of \$2,985 per cut**. The School District reserves the option to renew the contract for two (2) additional one-year terms with a two (2) percent price increase in each year.

- m. Motion to approve **Deduct Change Order PC-003 with Frey Lutz Corporation in the amount of \$59,779.23**. This credit change order is to reimburse the School District for unused amounts in accordance with the provisions of Specification Section 012129 “Quantity/Material Allowances”, paragraph 1.3C.
- n. Motion to approve **Deduct Change Order HC-004 with Boro Developers, Inc in the amount of \$17,103.92**. This credit change order is to reimburse the School District for unused amounts in accordance with the provisions of Specification Section 012129 “Quantity/Material Allowances”, paragraph 1.3C.

Motion carried; all voted aye.

### **COMMITTEE REPORTS**

- a. **Special Education & Pupil Services Committee** – Judy Maginnis  
Mrs. Maginnis reported that at the last meeting and MTSS update was given and there was discussions about teachers learning the process, the RBT’s all taking the exams, and resources during COVID-19. The next meeting is scheduled for August 31, 2020.
- b. **Curriculum & Instruction Committee** – Dr. Kerry Drake  
Dr. Drake reported that at the last meeting, they reviewed the Full-Day Kindergarten program for 2020-21, the full curriculum K-12 review cycle, and the Middle School Math program.
- c. **Finance Committee** – Melanie Cunningham  
Mrs. Cunningham reported that at their June 15<sup>th</sup> meeting they discussed the Middle School being awarded LEED Gold, crossing guards, the end of the year finances. She said the committee would like to continue to be a full year committee.
- c. **Facilities Committee** – Melanie Cunningham  
Mrs. Cunningham reported on many items that were discussed at the previous night’s meeting. Mrs. Cunningham proposed three motions to be placed on the agenda. They are for the repairs on the tennis courts, the secure entrances and to rebid the electrical portion of the secure entrance.
- e. **Policy Committee** – Raeann Hofkin  
Dr. Farina reported that Policy committee reviewed several policies in the 200 section, and they would be listed in the Board update for the Board to read and will be on the August agenda to approve.
- f. **Board Communication Line/Communication Committee** – Mike Elliott  
Mr. Elliott reported that there has not been a meeting.
- g. **Western Montgomery Career & Technology Center** – Stephen Cunningham  
Mr. Cunningham reported that the WMCTC met to approve salaries.
- h. **Montgomery County Intermediate Unit** – Judy Maginnis  
Mrs. Maginnis reported that at their meeting they saw a video that recognized retirees, they were informed about an education program, and that the nominating committee agreed that the Executive Board would remain the same.

- i. **Legislative Liaison Report** – Peg Pennepacker  
Ms. Pennepacker reported that much of the meeting was focused on reopening schools, and how after listening to many other schools, she appreciates the administration and leadership, and parents and community in this district. She also talked about the new grant that will allow for supplies for PPE and cleaning and sanitation.
- j. **Upper Perkiomen Education Foundation** – Mike Elliott  
Mr. Elliott reported that with the help of the Upper Perkiomen Chamber of Commerce, they were able to raise funds and an opportunity to donate to provide yard signs to recognize the Upper Perkiomen High School Seniors through the Perk UP program. Dr. Roche added that the Upper Perkiomen Education is officially back in the EITC program.
- k. **Regional Planning Commission Representative** – Dana Hipszer  
Mr. Hipszer reported there was not a meeting this month, one is scheduled for July 22<sup>nd</sup>.

Mr. Cunningham asked about dead trees that should be removed at Marlborough.

### **NEW ACTION ITEMS**

Motion by Stephen L. Cunningham, seconded by Mike W. Elliott, to add **three new Action Items to the agenda**. Motion carried; all voted aye.

- o. Motion by Stephen L. Cunningham seconded by Melanie R. Cunningham, to approve **the repair of the tennis courts through Costars at approximately \$46,000**. Motion carried; all voted aye.
- p. Motion by Stephen L. Cunningham, seconded by Mike W. Elliott, to **award the secure entrance bid to Donald E. Reisinger, Inc. as the general construction base bid** and including alternate, GC01-the canopy over the entrance at Marlborough Elementary and GC02-the security film and glazing of the windows at Marlborough elementary in the amount of \$258,100.00. Motion carried; all voted aye.
- q. Motion by Melanie R. Cunningham, seconded by Mike W. Elliott, to **rebid the electrical portion of the secure entrances project**. Motion carried; all voted aye.

### **PUBLIC COMMENTS**

Kyle Somers announced that an Executive Session was held prior to the evening's meeting to discuss a matter of potential litigation, a personnel matter concerning administrative compensation, and to receive information but not deliberate on one additional item.

Jessica, asked why at Souderton School District the children do not have to wear masks but they will have to at this district and issues with wearing masks.

Kim Hickson, Marlborough Township, said she is looking forward to brick and mortar school and talked about teaching health and safety to children. She asked if the athletes were to have no contact until August 16<sup>th</sup>.

Christine Schmoyer, Pennsburg, said she was excited to hear about the strong possibility of being back in school, kids wearing masks, and asked about after school programs and building usage. She also asked about armed and unarmed security at the high school.

### **ADJOURNMENT**

Motion by Stephen L. Cunningham, seconded by Mike W. Elliott, to **adjourn the meeting at 9:14 pm**. Motion carried; all voted aye.

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Sandra M. Kassel, Board Secretary

