

UPPER PERKIOMEN SCHOOL DISTRICT
2229 East Buck Road
Pennsburg PA 18073

BOARD WORKSHOP
August 22, 2019

CALL TO ORDER

The Board Workshop of the Board of School Directors of the Upper Perkiomen School District was held in the Upper Perkiomen School District Education Center with the following members attending: James C. Glackin, Joan T. Smith, Judy Maginnis, Raeann B. Hofkin, Dr. Kerry A. Drake, Mike W. Elliott, Stephen L. Cunningham, Dr. John L. Farris and Melanie R. Cunningham. Others in attendance were: Allyn J. Roche, EdD., Andrea Farina, EdD., Sandra M. Kassel, Kyle Somers, Dyan Hipszer, Jim Mazeika, Zach Zazo, Bob Navitski, John Gehman, Mary Cannon-Orehowsky, Jennifer Moran and Jill Huffman.

APPROVAL OF MINUTES

Motion by Mike W. Elliott, seconded by Stephen L. Cunningham, to approve the **June 27, 2019, Board Workshop Minutes** (Attachment A). VOTE: Smith – yes, Glackin – yes, Maginnis – yes, **Hofkin – no**, Drake – yes, Elliott – yes, S. Cunningham – yes, Farris – yes, M. Cunningham – yes. Motion carried.

COMMITTEE PRESENTATIONS/DISCUSSIONS

a. CONSTRUCTION/PROJECT UPDATES

i. Offsite Walkway Project – Jim Mazeika, Barry Isett & Associates

Mr. Mazeika reported on the status of the offsite walkway project. He spoke about some weather related delays, water main issues and a storm sewer relocation. Mr. Mazeika said that wetlands work can be completed after the start of school and will not interfere with the students using the walkways.

ii. Middle School – Zach Zazo, D'Huy Engineering

Mr. Zazo reported on the status of the Middle School building project. Mr. Zazo reported the Middle School building project is on schedule. He said that many extensive inspections have been completed and that on Tuesday the Temporary Conditional Use of Occupancy should be issued.

Mr. Arif Fazil, President of D'Huy Engineering, thanked Melanie Cunningham, the staff, Doug Kenwood, the IT staff and Sandy Kassel for providing assistance and solutions. Mr. Fazil also complimented the four prime contractors and Zach Zazo for his great leadership skills and in keeping the project running smoothly.

iii. Upper Perkiomen 4th & 5th Grade Center – Bob Navitski, Fidevia

Mr. Navitski reported on the status of the 4th & 5th Grade Center renovation project. He said that teachers & students will be able to report as scheduled. There are some slight delays in the Administration area. He said that the asbestos abatement has been completed and consultant was contacted.

Dr. Roche read a statement to clarify the asbestos abatement. He said that clearance was given from the licensed third party consultant and the air quality and the area is deemed safe.

iv. 2019-2020 School Calendar

Dr. Roche thanked all the contractors for their hard work and for their updates. Dr. Roche presented a request to revise the 2019-2020 school calendar. He said he would like to have a two day push back to the start of the school year. Dr. Roche explained that this would allow everything to be set-up for success. It would give time to perform proper cleaning, proper technology set-up, and proper training. He said that school would start on September 5th for

students and other adjustments would be that January 11, 2020 and March 20, 2020 would now be a full student day, and January 20, 2020 and February 17, 2020 would be changed to In-Service days, but not a student day. There will be no change to the end of school year or graduation.

Kyle Somers stated that a motion can be added and should be after the Public Comments on Agenda Items section.

PUBLIC COMMENTS ON AGENDA ITEMS

None

1. Motion by Stephen L. Cunningham, seconded by Mike W. Elliott to approve **the revisions to the 2019-2020 Upper Perkiomen School calendar to reflect the change in the first student day and in-service days as presented that evening**. Motion carried; all voted aye.

PERSONNEL

Kyle Somers stated two corrections on the agenda, in Section B. ii., number 2., it should read Masters +15 and B. iii., number 3., should read \$45,276.

Motion by Raeann B. Hofkin, seconded by Stephen L. Cunningham, to approve the **Personnel Report** as presented:

a. RESIGNATIONS

i. PROFESSIONAL STAFF

1. **Nicole R. Peart**, 5th grade Elementary Teacher at the Upper Perkiomen 4th & 5th Grade Center, effective October 10, 2019.

ii. SUPPORT STAFF

1. **Sarah Hoover**, Paraprofessional at Upper Perkiomen High School, effective July 29, 2019.

2. **Charity Kutt**, Part-time Technology Assistant at the Hereford Elementary School, effective August 23, 2019.

3. **Monica Miller**, Instructional Assistant at the Upper Perkiomen Middle School, effective August 21, 2019.

4. **Abraham Saunders**, Part-Time Custodian at the Upper Perkiomen Middle School, effective August 13, 2019.

b. APPOINTMENTS

i. ADMINISTRATORS

1. **Carol D. Giblin**, Assistant Director of Special Education, effective October 18, 2019 or sooner, to be hired subject to required employment history review, at \$120,000/year (prorated). Carol will be replacing Christine McCloskey who resigned.

2. **James Roth**, Director of Technology for the Upper Perkiomen School District, effective date to be determined, to be hired subject to required employment history review at \$118,500/year (prorated). James will be replacing Bryan Ruzenski who resigned.

ii. PROFESSIONAL STAFF

1. **Brandon M. Bennett**, Instrumental Music Teacher, Temporary Professional Employee, at the Upper Perkiomen 4th & 5th Grade Center, effective August 27, 2019, to be hired subject to required employment history review, at Bachelors, Step 1 at \$45,276/year. This is a new position.

2. **Amanda Jaeger**, K-5 Student Assistant Counselor, to be hired effective October 18, 2019, subject to required employment history review, at Masters+15, Step 4, at \$64,803/year.

3. **Lauren Keebler**, Mathematics Teacher at the Middle School to be hired effective August 27, 2019, subject to required employment history review, at Bachelors, Step 1, at \$42,276/year.
- iii. **SUPPORT STAFF**
1. **Deb Benjamin**, Part-time Food Service Worker at Hereford Elementary, effective August 26, 2019, to be hired subject to required employment history review at \$9.50/hour.
 2. **Linda Bieber**, Part-time Food Service Worker at Grade 4 & 5 Center, effective August 26, 2019, to be hired subject to required employment history review at \$9.50/hour.
 3. **Erin Brand**, Part-time Food Service Worker at Western Center Career & Technology Center, effective August 26, 2019 to be hired subject to required employment history review at \$9.50/hour.
 4. **Matthew McLeod**, Emotional Support Paraprofessional, at the Middle School, effective August 29, 2019, to be hired subject to required employment history review at \$11.90/hour.
 5. **Helena Titus**, Full-time custodian, school building to be determined, effective August 23, 2019, to be hired subject to required employment history review at \$11.90/hour.
 6. **Halana Wall**, Part-time Food Service Worker at High School, effective August 26, 2019, to be hired subject to required employment history review at \$9.50/hour.
 7. **Matt Weikel**, Part-time, District Food Service Courier, effective August 26, 2019, to be hired subject to required employment history review at \$9.50/hour.

iv. **PROFESSIONAL STAFF CURRICULUM WRITING** for the 2018-2019 school year:

NAME	COURSE/GRADE LEVEL	CONTRACT	TYPE
Amy Lychock	Digital Art/HS	\$1,800	New

v. **SUPPLEMENTAL SPORTS POSITIONS** for the 2019-2020 school year:

AREA	POSITION	NAME	SALARY	
Basketball	HS Girls Head Coach	Matthew Bowe	\$6,748.00	B
Basketball	HS Boys Head Coach	Brandon Hibbler	\$8,435.00	A

c. **APPOINTMENTS**

- i. **Taylor Catarious**, approve **MATERNITY LEAVE** approximately September 7, 2019 through October 21, 2019.
- ii. **Stephanie Diehl**, approve **FAMILY MEDICAL LEAVE**, approximately October 23, 2019, and an unpaid extension through the conclusion of the second trimester, returning March 12, 2020.
- iii. **Jennifer A. Elliker**, approve an unpaid **EXTENSION** to existing child-rearing leave. Jennifer will return following the conclusion of the second trimester, March 12, 2020.

d. **CHANGE IN STATUS**

- i. **Michael Benfield**, full-time custodian at the Upper Perkiomen 4th & 5th Grade Center to Head Custodian at the Upper Perkiomen 4th & 5th Grade Center, effective August 26, 2019, at \$17/hour.
- ii. **Charles Croak, Jr.**, full-time custodian at Hereford Elementary to Head Custodian at Hereford Elementary, effective August 26, 2019, at \$17/hour.
- iii. **Ashley Lord**, part-time custodian at Marlborough Elementary to full-time custodian, school building to be determined, effective August 23, 2019, at \$11.90/hour.

e. **RATE ADJUSTMENT**

- i. **Charles Brennan**, Head Custodian at Marlborough Elementary, adjustment of hourly rate from \$14/hour to \$17/hour, effective July 1, 2019.

- ii. **Judy Fitzgerald**, Head Custodian at the Middle School, adjustment of hourly rate from \$14/hour to \$17/hour, effective July 1, 2019.
- f. **OTHER**
 - i. Motion to approve a **CHANGE OF TITLE** for **James F. McFadden**, from School Resource Officer to School Security Guard.

Motion carried; all voted aye.

ACTION ITEMS

- a. Motion by Raeann B. Hofkin, seconded by Stephen L. Cunningham, to approve the **following Board Policy Revisions/Repeals/Adoptions:**

- i. No. 626 – Federal Fiscal Compliance (Attachment B)

Motion carried; all voted aye.

- Motion by Stephen L. Cunningham, seconded by James C. Glackin, to approve **Action items b, c and d:**

- b. Special Education Services:

- i. Motion to approve an **Agreement with The Camphill School for the 2019-2020 school year** for student #257147 for 1:1 Aide care in the amount of \$39,240 and Speech therapy, Occupational therapy and Physical therapy at a cost of \$98/hour.
- ii. Motion to approve an **Agreement with The Camphill School for the 2019-2020 school year** for student #272747 for 1:1 Aide care in the amount of \$39,240 and Speech therapy, Occupational therapy and Physical therapy at a cost of \$98/hour.

- c. Motion to approve a one-year **Employment Agreement between the Upper Perkiomen School District and James F. McFadden, School Security Guard**, at the High School, effective July 1, 2019 through June 30, 2020, for \$47,230/year.

- d. Motion to approve an **agreement with JLR Consulting for IT administration support services** for the Upper Perkiomen School District from August 12, 2019 through October 4, 2019, not to exceed \$32,000.00 (Attachment C)

Motion carried; all voted aye.

- e. Motion by Melanie R. Cunningham, seconded by John L. Farris, to approve **the Subdivision Land Development and Financial Security Agreement between Upper Hanover Township and the Upper Perkiomen School District** for the off-site improvements pending solicitors review. Motion carried; all voted aye.

- Motion by Stephen L. Cunningham, seconded by Judy Maginnis, to approve **Action Items f, g and h:**

- f. Motion to approve **Change Order EC-011 with Albarell Electric, Inc. in the amount of \$4,936.00** to modify the power in the computer labs at the new Middle School.

- g. Motion to approve **Change Order 016 with Gordon H. Bayer, Inc. in the amount of \$3,010.41** to install a new ceiling in Room 116 and Room 136.

- h. Motion to approve **Change Order 017 with Gordon H. Bayer, Inc. in the amount of \$7,021.29** to install additional equipment for the playground.

Motion carried; all voted aye.

- i. Motion by Melanie R. Cunningham, seconded by Judy Maginnis, to approve **Change Order 018 with Gordon H. Bayer, Inc. in the amount of \$32,166.61** to install ½" plywood on the Auditorium floor.

After much discussion, Kyle Somers reported that the minutes should reflect that the district could go back for restitution.

Dr. Drake asked that this issue will be followed up on and that the motion will be voted on with the understanding that the overall costs will be reviewed.

ROLL CALL VOTE: **Smith – no, Glackin – no, Maginnis – no**, Hofkin – yes, Drake – yes, Elliott – yes, S. Cunningham – yes, **Farris – no**, M. Cunningham – yes. Motion passed.

Motion by Stephen L. Cunningham, seconded by Melanie R. Cunningham, to approve **Action Items, j, k and l:**

- j. Motion to approve **Change Order 019 with Gordon H. Bayer, Inc. in the amount of \$2,645.49** to install additional VCT in the corridors due to additional lockers being removed.
- k. Motion to approve **Change Order 4 with Spear Excavating LLC, in the amount of \$38,911.00** for the relocation of the water main for the off-site walkway improvements.
- l. Motion to approve the **proposal from Reed Sign Company in the amount of \$8,473.00** for the manufacturing and installation of the Upper Perkiomen 4th & 5th Grade Center aluminum sign and the face replacements to existing sign.

Motion carried; all voted aye.

Motion by Stephen L. Cunningham, seconded by James C. Glackin, to approve **Action Items m, n, o and p:**

- m. Motion to approve **Change Order 015 with Gordon H. Bayer, Inc. in the amount of \$0** to revise the date for substantial and final completion of the Student and Administration area.
- n. Motion to approve **Change Order 001 with LGB Mechanical, Inc. in the amount of \$0** to revise the date for substantial and final completion of the Student and Administration area.
- o. Motion to approve **Change Order 002 with R.J. Electric, Inc. in the amount of \$0** to revise the date for substantial and final completion of the Student and Administration area.
- p. Motion to approve **Change Order 004 with Rogers Mechanical Company in the amount of \$0** to revise the date for substantial and final completion of the Student and Administration area.

Motion failed; all voted nay.

Motion by John L. Farris, seconded by Joan T. Smith, to approve **that if there is going to be a dedication plaque at the new Middle School it will include the names of all Administrators and Board members who have held their positions from the time this project was approved until the time it was completed.**

Stephen L. Cunningham called for the vote.

Kyle Somers said that the motion is opened for Public Comment.

Mary Cannon-Orehowsky, Hereford Township, suggested the high students make the plaques.
Jennifer Moran, Pennsburg, said her concerns was more about the schools were going to be finished and safe for students.

ROLL CALL VOTE: Smith – yes, **Glackin – no, Maginnis – no, Hofkin – no, Drake – no, Elliott – no, S. Cunningham – no**, Farris – yes, **M. Cunningham – no**. Motion failed.

COMMITTEE PRESENTATION

- a. **Special Education & Pupil Services Committee** – Judy Maginnis
Mrs. Maginnis said there was no report
- b. **Curriculum & Instruction Committee** – James Glackin
Mr. Glackin said a meeting will be held Monday, August 26th.
- c. **Facilities Committee** – Melanie Cunningham
Mrs. Cunningham thanked the Project Managers that spoke tonight. Mrs. Cunningham reported on ongoing work at all of the buildings, new and old. She thanked the Administration and Custodial staff for their tireless work over the summer.
- d. **Policy Committee** – Raeann Hofkin
Mrs. Hofkin said the committee has been hard at work reviewing policies. The next meeting is scheduled for September 16th.
- e. **Board Communication Line/Communication Committee** – Mike Elliott
Mr. Elliott said there was no report – the next meeting will be moved to October.
- f. **Western Montgomery Career & Technology Center** – James Glackin
Mr. Glackin reported that enrollment from Upper Perkiomen is very good. He reminded everyone about the theme night dinners that are held at the Western Center and said how nice they are and encouraged people to attend to see the facility.
- g. **Montgomery County Intermediate Unit** – Judy Maginnis
Mrs. Maginnis said there was no report
- h. **Legislative Liaison Report** – Judy Maginnis
Mrs. Maginnis said there was not a new meeting but reported that Governor Wolf spoke about pushing for Charter School reform.
- i. **Upper Perkiomen Education Foundation** – Mike Elliott
Mr. Elliott reported that Will Dunbar received a donation from QNB.
- j. **Regional Planning Commission Representative** – Melanie Cunningham
Mrs. Cunningham said there was no report.

PUBLIC COMMENTS ON AGENDA ITEMS

John Gehman, Upper Hanover Township, asked about the 4th & 5th Grade Center flooring issue and the asbestos that was discovered. He also asked if this was part of the AHERA report.

Jill Huffman, Upper Hanover Township, asked if construction needed to be continued what would happen if any asbestos was found.

BOARD COMMENTS

Mr. Glackin shared that the Skylert about the change of date for the first day of school already was received, he knows because his kids contacted him about the good news.

Raeann Hofkin, shared that the week of Labor Day is National Payroll Week and asked everyone to give kudos to their Payroll personnel and mentioned Renee Mauer, Payroll Specialist for the district.

ADJOURNMENT

Motion by Mike W. Elliott, seconded by James C. Glackin, to **adjourn the meeting at 8:30 pm.**
Motion carried; all voted aye.

Sandra M. Kassel, Board Secretary

