

Upper Perkiomen School District

School Board Virtual Meeting

April 9, 2020
7:00pm

Welcome to the regular meeting of the Board of Directors of the Upper Perkiomen School District

CODE OF ETHICS

The Board of School Directors agrees to:

- Welcome and encourage participation and cooperation by all
- Work with constituents in a spirit of harmony
- Base decision on the facts, vote our honest convictions, and be unswayed by partisan bias
- Devote time, thought, and study to our duties and responsibilities
- Resist any temptation or outside pressure to use our position to benefit ourselves
- Understand and evaluate the educational program and plan for school operations
- Provide oversight to the business of the School District, establish policies, and vest administration in the Superintendent of Schools
- Help the community have all the facts, all the time, about their schools
- Strive to maximize school board service in a spirit of teamwork and devotion to public education

BOARD OF DIRECTORS

Raeann Hofkin, President	Dana Hipszer
Mike Elliott, Vice President	Judith Maginnis
Stephen Cunningham, Treasurer	Keith McCarrick
Melanie Cunningham	Peg Pennepacker
Dr. Kerry Drake	Sandra Kassel, Board Secretary (non-voting member)

ADMINISTRATORS

Dr. Allyn J. Roche, Superintendent
Dr. Andrea J. Farina, Assistant Superintendent
Sandra M. Kassel, Business Administrator
Georgiann M. Fisher, Director of Human Resources

SOLICITOR

Kyle J. Somers, Esq.
Sweet Stevens Katz & Williams, LLP

In order to assist in keeping an accurate record of the proceeding of this meeting, the meeting is being recorded/videotaped by the District.

I. CALL TO ORDER

- A. Pledge of Allegiance
- B. Roll Call
- C. Introductions of Staff
- D. Suspension of Board Policy
 - 1. Motion to approve the suspension of Board Policy 006.1 with specific regard to the limitation on the number of Board members participating in a meeting electronically and the requirements of having a majority of the Board physically present at a meeting location, having Board members provide notice of their intent to participate remotely and allowing remote participation for only those reasons set forth in the policy.

II. BOARD PRESIDENT'S REPORT

III. SUPERINTENDENT'S REPORT

IV. STUDENT REPRESENTATIVE TO THE BOARD REPORT

V. SOLICITOR'S REPORT/SUNSHINE ACT ANNOUNCEMENTS

VI. APPROVAL OF AGENDA

VII. PUBLIC COMMENTS ON ACTION ITEMS

VIII. APPROVAL OF MINUTES

- A. Motion to approve the Regular School Board Meeting Minutes of March 12, 2020
[Attachment](#)

IX. PRESENTATIONS/DISCUSSION

X. OLD BUSINESS

XI. NEW BUSINESS

A. LEAVES OF ABSENCE

1. Professional Staff

- 1. Kiersten Hildebrand- approved Maternity Leave expected to begin on August 25, 2020 and continue for 6-8 weeks, unpaid Family and Medical Leave, and one week extension returning November 30, 2020.
- 2. Nancy Haff- approved Family and Medical Leave beginning April 9, 2020 and continuing for up to twelve weeks.

2. Support Staff

1. Gisele McCabe – approved intermittent Family and Medical Leave (second certification) beginning on 3/12/2020.

XII. ACTION ITEMS

- A. Motion to extend, until April 2022, the due date for repayment under the Loan Agreement of May 2018 between the District and the Upper Perkiomen Education Foundation
- B. Motion to approve the Amendment to the Contract for Transportation of School Students between the District and Coventry Transportation, Inc.

XIII. FINANCIAL REPORTS

[Attachment](#)

A. Operating Reports	Page
(1) Budget to Actual Summary	1
(2) Budget to Actual Detail	2 - 4
(3) Revenue Summary	5 - 7
(4) Expenditure Summary	8 - 12
(5) General Fund Receipts	13
B. Cash Reports	
(1) Cash Balance Summary	14
(2) Cash Balance Detail	15 - 18
C. Middle School Construction Summary	19
D. Payroll	20
E. Cafeteria	21
F. Bills	
(1) General Fund Expenditures	22 - 25
(2) Capital Fund Expenditures	26 - 27

XIV. NEW FOLLOW UP ITEMS

XV. PUBLIC COMMENTS

XVI. BOARD COMMENTS

XVII. ADJOURNMENT

FUTURE BOARD MEETINGS			
	DATE	TIME	LOCATION
Facilities Committee Meeting	04/16/20	6:00 pm	Virtual Meeting - Zoom Link on Website by 4/14/20
Finance Committee Meeting	04/20/20	6:30 pm	Virtual Meeting - Zoom Link on Website by 4/17/20
School Board Meeting	05/07/20	7:00 pm	Education Center or Virtual - (TBD)

The Upper Perkiomen Board of School Directors appreciates your interest in and support for the students and their school experience.

UPPER PERKIOMEN SCHOOL DISTRICT

2229 East Buck Road

Pennsburg PA 18073

March 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 Raeann B. Hofkin, at 7:04 p.m. at the Upper Perkiomen Education Center.

The following Board members attended: Peg Pennepacker, Melanie R. Cunningham, Keith McCarrick, Raeann B. Hofkin, Mike W. Elliott, Judy Maginnis, Dana E. Hipszer, and Stephen L. Cunningham. Absent member was: Dr. Kerry A. Drake. Administration in attendance were: Allyn J. Roche, EdD., Andrea Farina, EdD., Sandra M. Kassel, and Georgiann Fisher. Others in attendance were: Kyle Somers, Dyan Hipszer, Carly Eidle, Ethan Wambold, Adam Dockery, Shane Thrush, Unified Bocce Team members, Stephanie Young, Travis Scott, Phil Detwiler, Steve Stracka and Jennifer Moran.

BOARD PRESIDENT'S REPORT

President Hofkin did not have a report.

SUPERINTENDENT'S REPORT

Dr. Roche reported on the Governor's closure of all Montgomery County schools due to the Coronavirus beginning the next day, March 13, 2020. He said there would be no activities, events or transportation. Dr. Roche said that additional information will be sent out about meaningful learning experiences for students while on break. He asked everyone to check their email and the website for further updates and information. Dr. Roche announced that restrictions will be put in place until after Spring Break. Dr. Roche thanked everyone in advance for their patience and understanding during this time.

Dr. Roche shared photos of participating in Read Across America Day, and reading the Hooray For Diffendoofer Day book. He announced that Mrs. Fitzgerald and Mrs. Rosenberger at Marlborough applied for a Reading is Fundamental grant, which allowed them to give each First grade student a book of their choice.

Dr. Roche reported that this meeting was originally planned to be at the high school but due to scheduling it was moved but he would still like to highlight the high school today.

Dr. Roche congratulated and presented a certificate to Adam Dockery for being a National Merit Scholarship finalist and he announced that Eden Sanville won First place in a Montgomery County Suicide Prevention poster competition. Dr. Roche had the Unified Team members come forward to be recognized for their efforts and participation on the team. He asked Mr. Shane Thrush to speak about the team. Mr. Thrush shared some off the highlights of the

season and said the team was one of the final four in the playoffs. A Power Point was presented showing many pictures of the team's participation in the games.

STUDENT REPRESENTATIVE TO THE BOARD REPORT

Carly Eidle and Ethan Wambold reported on high school happenings. They announced that The Addams Family gold card show was held, spring sports will be starting, students are continuing to raise funds towards pediatric cancer, the Link Crew visited the middle school to talk to 8th graders about the high school, and the junior class fundraiser is on Monday at Tosco's.

SOLICITOR'S REPORT/SUNSHINE ACT ANNOUNCEMENTS

Mr. Somers announced that an Executive Session was held prior to the evening's meeting for the purpose of discussing litigation involving real estate and to receive legal guidance and information but not deliberate on two additional items.

APPROVAL OF AGENDA

Motion by Mike W. Elliott, seconded by Stephen L. Cunningham, to approve **the agenda**.

Motion carried; all voted aye.

PUBLIC COMMENTS ON ACTION ITEMS

None

MINUTES

A. Motion by Stephen L. Cunningham, seconded by Keith Mc Carrick, to approve the **Regular School Board Meeting Minutes of February 13, 2020**. Motion carried; all voted aye.

PRESENTATIONS / DISCUSSION

A. 2020-21 School Calendar and Student Start and Dismissal Times

Dr. Roche shared highlights from the 2020-2021 school calendar. A collaborated effort by many was involved in creating the calendar. He said the first day of school will be on August 31, 2020. He announced that there may be some adjustments in the start time and end time of the student day to help alleviate some transportation issues. Dr. Roche shared that there has not been an official decision on that topic.

OLD BUSINESS

None

NEW BUSINESS - PERSONNEL REPORT

A. PERSONNEL REPORT

Motion by Stephen L. Cunningham, seconded by Mike W. Elliott, to approve the **Personnel Report as presented:**

- i) **RETIREMENT**
 1. **PROFESSIONAL STAFF**
 - a. **Tracy James**, Guidance Counselor, Middle School, intent to retire at the conclusion of the 2019/2020 school year.
 - b. **Amy E. Miller**, Reading Specialist, Hereford Elementary School, intent to retire at the conclusion of the 2019/2020 school year.
 - c. **Joanne Gery**, Second Grade Teacher, Marlborough Elementary School, intent to retire at the conclusion of the 2019/2020 school year.
 - d. **Beth Moll**, Gifted Teacher, Middle School, intent to retire at the conclusion of the 2019/2020 School year.
 2. **SUPPORT STAFF**
 - a. **Edwin H. Rickert**, Custodian, Hereford Elementary School, intent to retire on March 27, 2020.
- ii) **APPOINTMENTS**
 1. **PROFESSIONAL STAFF**
 - a. **Susan Yaroch**, Full- time Technology Assistant at the High School, to be hired, subject to employment history review and receipt of all required clearances prior to the first day of employment, at \$21.50/hour, 12 months per year.
- iii) **SUPPLEMENTAL POSITIONS** for the 2019-2020 school year:
 1. **Homebound Instructor/ Instruction in the Home**, for the remainder of the 2019/2020 school year:
 - a. Ruth Guenther
 - b. Briana Wolfgang
- iv) **LEAVES OF ABSENCE**
 - a. Dana Rosenberger- approved Family and Medical Leave beginning on August 25, 2020 and continuing until November 24, 2020.
 - b. Beth Avanzato- approved maternity leave expected to begin on June 14, 2020 and continue for 6-8 weeks, Family and Medical Leave to continue until November 9, 2020.
 - c. Sam Alba- Approved Family and Medical Leave expected to begin on March 28, 2020.
 - d. Michelle Wood- approved maternity leave, expected to begin on May 9, 2020 and continue for 6-8 weeks, Family and Medical Leave to continue through October 5, 2020.

v) **EXTRAMURAL SUPPLEMENTAL SUPPORT POSITION FOR 2019/2020**

Area	Position	Name	Stipend
Winter Track	HS Winter Track Extramural	Clayton Mowrer	\$500

Motion carried; all voted aye.

B. ACTION ITEMS

Motion by Stephen L. Cunningham, seconded by Keith McCarrick, to approve **Action Items**

i, ii, and iii:

- i) Motion to approve the **TSA club's overnight field trip** to Seven Springs Resort for the TSA State Conference from April 15th through April 18th, 2020.

- ii) Motion to approve the **order and purchase of new High School band uniforms** in the amount of \$56,214.00 from G2 performance, LLC. The total obligation of the district is \$37,756.00 with the Band Boosters paying the balance of \$18,458.00 directly.

- iii) Motion to approve **the renewal of our WAN agreement for the next 5 years with Crown Castle** at a greater band width (2 gig vs. 1 gig) which will co terminate the middle school with the other district facilities at a total cost of \$7,000/month.

Motion carried; all voted aye.

Motion by Stephen L. Cunningham, seconded by Keith McCarrick, to approve **Action Items**

iv, and v:

- iv) Motion to approve the **Client Services agreement with Provident Energy Consulting LLC** for owners representative services during an energy savings performance contract.

- v) Motion to approve **the 2020-2021 School Calendar** (Attachment B).

Motion carried; all voted aye.

Motion by Stephen L. Cunningham, seconded by Judy Maginnis, to approve **Action Items**

vi, vii, viii, ix and x:

vi) Motion to approve a **contract for \$62,500 with Teaching, Learning, Succeeding for Professional Development** throughout the 2020-2021 School Year. The funds will come from Federal Programs, Title II.

vii) Motion to approve **the contract with Penn Foundation, Inc. to serve as the Employee Assistance Program (EAP) for Upper Perkiomen School District Employees** beginning April 1, 2020 through June 30, 2021.

viii) Motion to approve **PTFS as an Upper Perkiomen School District Community Partner.**

ix) Motion to approve **new High School Student Activity** for the 2019-20 school year in accordance with Board Policy #618.

<u>Activity #</u>	<u>Activity Name</u>	<u>Advisor</u>
814	Gaming Club	Taylor Gregory

x) Motion to **recognize Aavidum as an Upper Perkiomen High School club.**

Motion carried; all voted aye.

Motion by Stephen L. Cunningham, seconded by Keith McCarrick, to approve **Action Items**

B. Policy a., C. Curriculum & Instruction a., and D. Business Reports a.:

B. Policy

a. Motion to approve the **following Board Policy Revisions/Adoptions/Repeals** Policy No. 801 Public Access to School District Records (Attachment C)

C. Curriculum & Instruction

a. Motion to approve **purchase of textbooks/resources listed below**, recommended through curriculum review process, and budgeted for 19-20 School Year

Grade Level	Course/ Subject	Textbook / resource requested	Number of teacher resources needed	Number of hard copies needed	Number of additional licenses	Total number of student licenses	Cost
6th	Social Studies	World Cultures and Geography Survey- Cengage (National Geographic)	3	70	245	315	\$36,199.63
7th	Social Studies	World History: Ancient Civilization HMH	3	105	210	315	\$24,665.25
8th	Social Studies	US History: Beginnings to 1914 HMH	3	105	210	315	\$23,845.20
9th	Social Studies	World History and Geography McGraw Hill	3	70	200	270	\$26,333.37
HS	Psychology	Thinking about Psychology, BFW	1	30	20	50	\$6,215.06

HS	AP World	Ways of the World with Sources for AP; BFW	1	45	0	45	\$6,515.51
HS	AP European	History of Western Society since 1300	1	25	0	25	\$3,734.22
HS	Government	United States Government: Our democracy, McGraw Hill	1	30	0	30	\$3,551.96
Total							\$131,060.20

D. Business Reports

a. Budget Transfers

1. Motion to approve the **following budget transfers:**

Amount	Function Code (from)	Function Code (to)	Reason
\$2,000	2220 - Technology Support Services	1110 - Regular Programs	Instrument Repairs
\$21,500	5900 - Budgetary Reserve	2250 - School Library Services	Library Books
\$27,000	2260 – Instruction & Curriculum Development	1110 - Regular Programs	Instructional Books
\$3,000	2271 – Instructional Staff Development	1110 - Regular Programs	Instructional Books

Motion carried; all voted aye.

Motion by Stephen L. Cunningham, seconded by Judy Maginnis, to approve the **payment of bills, in the amount of \$994,188.47 from the General Fund.** Motion carried; all voted aye.

Motion by Keith McCarrick, seconded by Raeann B. Hofkin, to approve the payment of bills **in the amount of \$194,585.86 from the Capital Projects & Capital Reserve 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

The band uniforms for the extra-curricular committee.

There was a discussion on the Ad Hoc Suicide Committee about rolling some of their items over to the Pupil Services Committee. It was decided to dissolve the Ad Hoc Suicide Committee.

PUBLIC COMMENTS

Stephanie Young, East Greenville, spoke about serious bullying incidents that her daughter has been experiencing. She reported on the many incidents and gave an emotional plea to the Board and Administration for help with her situation. She asked for the student committing the bullying to be placed in an alternative school.

Travis Scott, Red Hill, his daughter and wife spoke about bullying that the daughter is experiencing as well and how it is continuing.

Phil Detwiler, Upper Perkiomen Education Association, said that as the district enters into unchartered waters the teaching staff stands ready to help out in any way they can.

Steve Stracka, Marlborough Township, asked about make-up days in June, the tax increase and the STEB factor, and recent hiring.

Jennifer Moran, Pennsburg, spoke about bullying and how it is affecting all students, she also mentioned students at the middle school having to wait outside before school.

BOARD COMMENTS

Mike Elliott thanked everyone for coming out and speaking tonight on these tough situations. He said this happens to adults to and everyone should be aware of how we treat one another. He hopes everyone can work together to find a solution to this problem.

Raeann Hofkin, said how unfortunately things do not change overnight but that they are trying and are open for suggestions.

Stephen Cunningham asked about dates for future Board meetings, Mrs. Hofkin said at this time they are cancelled until further notice.

ADJOURNMENT

Motion by Stephen L. Cunningham, seconded by Melanie R. Cunningham, that **the meeting be adjourned at 8:16 p.m.** Motion carried; all voted aye.

Sandra M. Kassel, Board Secretary