

**BOARD WORKSHOP**

**VIRTUAL**

May 28, 2020 – 7:00 p.m.

**AGENDA**

**I. CALL TO ORDER**

- a. Pledge of Allegiance
- b. Roll Call

**II. APPROVAL OF MINUTES**

- a. Motion to approve the February 24, 2020 Board Workshop Minutes (Attachment A)

**III. PRESENTATIONS**

**IV. PUBLIC COMMENTS ON AGENDA ITEMS**

**V. PERSONNEL**

**a. APPOINTMENTS**

- i. **EXTENDED SCHOOL YEAR PROFESSIONAL EMPLOYEES**, for a maximum of 63 hours for the 2019-2020 school year. Rate of pay based upon professional contract.

<b>Name</b>	<b>Position</b>
Shannon Noska	Teacher
Brenda Stephenson	Teacher
Heather Shelly	Teacher
Kelly Gruber	Teacher
James Crognale	Teacher
Brian Sirocka	Teacher
Tara Purcell	Teacher
Vaune Klepac	Teacher (substitute)

- ii. **EXTENDED SCHOOL YEAR- INSTRUCTION IN THE HOME**

<b>Name</b>	<b>Position</b>
Jamye Keiser	Teacher

**b. LEAVE OF ABSENCE**

- i. **STEPHANIE DIEHL**, approve **FAMILY MEDICAL LEAVE**, approximately October 23, 2019, and an unpaid extension until her return to work on May 6, 2020.

**VI. ACTION ITEMS**

- a. Motion to approve a Proclamation from the Upper Perkiomen Board of School Directors to the Class of 2020 graduates. (Attachment B)

- b. Motion to approve the attached resolution which establishes the rates of discounts and penalties on the payment of taxes for the 2020-2021 fiscal year. (Attachment C)
- c. Motion to approve the Real Estate Universal Installment Payment Plan Resolution, which allows payment of school real estate property taxes on an installment basis for all properties. This Resolution reduces the penalty rate for late payments made during the 2020-2021 fiscal year. (Attachment D)

**VII. COMMITTEE REPORTS**

- a. Special Education & Pupil Services Committee – Judy Maginnis
- b. Curriculum & Instruction Committee – Dr. Kerry Drake
- c. Facilities Committee – Melanie Cunningham
- d. Finance Committee – Melanie Cunningham
- e. Policy Committee – Raeann Hofkin
- f. Communication Committee – Mike Elliott
- g. Western Montgomery Career & Technology Center – Stephen Cunningham
- h. Montgomery County Intermediate Unit – Judy Maginnis
- i. Legislative Liaison Report – Peg Pennepacker
- j. Upper Perkiomen Education Foundation – Mike Elliott
- k. Regional Planning Commission Representative – Dana Hipszer

**VIII. PUBLIC COMMENTS**

**IX. ADJOURNMENT**

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

**BOARD WORKSHOP**  
**February 27, 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 Raeann B. Hofkin, at 7:06 p.m. at the Upper Perkiomen Education Center.

The following Board members attended: Peg Pennepacker, Dr. Kerry A. Drake (7:43 pm), Melanie R. Cunningham, Keith McCarrick, Raeann B. Hofkin, Mike W. Elliott, Judy Maginnis, Dana E. Hipszer, and Stephen L. Cunningham. Administration in attendance were: Allyn Roche, EdD., Andrea Farina, EdD., Sandra M. Kassel, and Georgiann Fisher. Others in attendance were: Kyle Somers, Dyan Hipszer, Christine Siegfried, and Doug Kenwood.

**APPROVAL OF MINUTES**

Motion by Stephen L. Cunningham, seconded by Melanie R. Cunningham, to approve the **January 23, 2020, Board Workshop Minutes** (Attachment A). Motion carried; all voted aye.

**PRESENTATIONS**

a. Middle School Time Capsule Presentation

Dr. Roche announced that a time capsule and date stamp presentation will be held tomorrow at 1:30 at the Middle School. Chris Siegfried shared some of the many items that will be put in the capsule. She worked with student council to find out what they would like to see in the capsule when it gets opened in 25-50 years. The students chose some examples of today's technology, events happening at the middle school currently, sports team highlights, and current costs of items today. Mrs. Siegfried said all the items chosen were a good representation of school and community.

**PUBLIC COMMENTS ON AGENDA ITEMS**

Kyle Somers announced that an Executive Session was held prior to tonight's meeting to discuss a confidential student matter and to receive but not deliberate on three additional items.

**PERSONNEL**

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

a. **RESIGNATIONS**

- i. **Ralph D. Quinn** resigned his position as the High School, JV Softball Coach, effective February 19, 2020.
- ii. **Erin Brand** resigned her position as a part-time Food Service Worker at the Western Center, effective February 10, 2020.

b. **APPOINTMENTS**

I. **SUPPORT STAFF**

- a. **Christine Straut**, part-time Cafeteria/Playground Aide, to be hired on a date to be determined, subject to employment history review and required background clearances at \$ 10.50/ hour.
- b. **Anya Delli Gatti**, part-time Custodian for the district, to be hired on a date to be determined, subject to employment history review and required background clearances at \$11.90/hour.
- c. **Jill Day**, full-time Staff Nurse at the 4th and 5th Grade center, to be hired on a date to be determined, subject to employment history review and required background clearances at \$20.40/hour, 7.5 hours per day, 191 days per school year (prorated for 2019/2020).

## II. SUPPLEMENTAL POSITIONS

As per attached chart

## III. LEAVE OF ABSENCE

1. **Gisele McCabe**, approved Intermittent Family and Medical Leave, beginning, January 30, 2020.

## ACTION ITEMS

A. Motion by Stephen L. Cunningham, seconded by Keith McCarrick, to approve **Mainline Commercial Pools** repair of the pool level control valve in the amount of \$13,283.76. Motion carried; all voted aye.

## COMMITTEE REPORTS

### a. **Special Education & Pupil Services Committee** – Judy Maginnis

Mrs. Maginnis said that at the February 24<sup>th</sup> meeting they discussed the Upper Perkiomen Special Education Corrective Action Plan. She asked Dr. Farina to talk about the Special Education Audit that was discussed at the meeting. Mrs. Maginnis said they also talked about the PA School Climate Survey that will be going out in May. She announced that Kindergarten registration will be on March 3<sup>rd</sup> and 4<sup>th</sup>. The next meeting is scheduled for March 23, 2020.

### b. **Curriculum & Instruction Committee** – Dr. Kerry Drake

Mrs. Maginnis reported on Dr. Drake's behalf. She reported that at the meeting on February 24<sup>th</sup> they talked about text books and professional development. She said that Mrs. Bast and the curriculum team have reviewed the textbooks. Mrs. Bast also asked for approval on effective teaching strategies through professional development. Mrs. Maginnis said that some time was spent on Full-Day Kindergarten and that Mrs. Bast gave an update on the district's planning process.

### c. **Facilities Committee** – Melanie Cunningham

Mrs. Cunningham provided the board with a facilities write-up due to the length of the meeting and all of the topics that were covered. She reported that there was a presentation by Provident Energy as the district consultant for the GESA, Guaranteed Energy Savings Act project.

Mrs. Cunningham reported on each building and the needs. For the middle school they talked about the gym floor repair, the use of the field in front of the cafeteria, and the punch list that still has about fifty items on it. The high school topics that were discussed included the pole vault pit, the baseball scoreboard, the Waltgraber Rd. residents and gravel. She said that they also talked about the pool valve repair, the PA system and parking lot lights. The 4<sup>th</sup> & 5<sup>th</sup> Grade Center topics discussed were to alleviate issues with students crossing on Jefferson St., the plywood floor in the auditorium, and extra custodial & maintenance staff. She said they also talked about the full day kindergarten facilities at both elementary schools. She would like to discuss Marlborough Elementary School's playground and the fence.

Mrs. Cunningham said that when they talked about building rentals it was decided that there would be no building usage on Fridays. She also said they talked about lighting and signage at the high school and thanked Peg Pennepacker for cleaning out the sports equipment room at the 4<sup>th</sup> & 5<sup>th</sup> Grade Center. Mrs. Cunningham asked if the Quilters Club found a space at the 4<sup>th</sup> & 5<sup>th</sup> Grade Center. She said the district received a Safe Schools Grant, and then talked about the tennis court surface. Mrs. Cunningham announced that the next meeting is scheduled for March 19<sup>th</sup> at Hereford at 6:30 pm.

d. **Finance Committee** – Melanie Cunningham

Mrs. Cunningham reported that the last meeting was on February 17<sup>th</sup> and they discussed revenue. They talked about the budget timeline, the homestead/farmstead, and proposed state basic ed and special education funding. She said that they looked at revenue summaries, actual and budgeted and discussed the Act 1 index. Mrs. Cunningham said that is 3.2% which would mean a 3.48% tax increase. They talked about transportation and how reimbursement works. The next meeting is scheduled for March 16<sup>th</sup> at 6:30 pm.

e. **Policy Committee** – Raeann Hofkin

Mrs. Hofkin reported that the last meeting was cancelled. The next meeting is scheduled for March 16<sup>th</sup> at 8:00 pm.

**Ad Hoc Committee** –

Judy Maginnis reported that the committee met last Thursday and the goals of the committee were finalized. Mrs. Maginnis read the goals and said that everyone has been working to put information on the website. The next meeting is scheduled for March 9<sup>th</sup> at 6:30 pm. She said they hope to have student representation at that meeting and also community support.

f. **Board Communication Line/Communication Committee** – Mike Elliott

Mr. Elliott reported that there was no meeting, the next meeting was scheduled then for March 12<sup>th</sup> at 6:30 pm.

g. **Western Montgomery Career & Technology Center** – Stephen Cunningham

Mr. Cunningham talked about the new applications for next year, and said that the budget for next year will be approved at the next meeting. He said there is a Car Show and Craft Fair scheduled for March 29 and an Open House for Early Childhood on March 5<sup>th</sup>. March 2<sup>nd</sup> is the next JOC meeting. Mr. McCarrick added that a pancake breakfast was going to be held the same day as the car show.

h. **Montgomery County Intermediate Unit** – Judy Maginnis

Mrs. Maginnis reported that a meeting was held the night before. They had an update on the Harrisburg school district and the receivership, the IU has contracted with an agency to work on the search for a new Executive Director. The IU Education Foundation will be hosting a golf outing to raise funds. Judy announced that she was appointed to the IU Wellness Committee, she also said they received an update on the 1605 building.

i. **Legislative Liaison Report** – Peg Pennepacker

Ms. Pennepacker shared a link with the Board members from the meeting. Some of the highlights she shared included the Governor's proposed budget, proposed mandatory full day kindergarten but there is no funding to support this mandate. She said charter school reform was talked about and how schools are beginning to sign resolutions, Ms. Pennepacker said the board may want to look at this in the future. She said that property tax reform continues to be discussed and asked Mrs. Hofkin if she wanted to share her thoughts. Ms. Pennepacker talked about Title IX and new regulations. She also said that she will be attending a legislative breakfast on March 30<sup>th</sup>, and a PSBA legal roundup on April 3<sup>rd</sup>. March 23<sup>rd</sup> is Advocacy Day in Harrisburg.

j. **Upper Perkiomen Education Foundation** – Mike Elliott

Mr. Elliott reported that there has been a number of meetings on moving forward with the foundation. He said that a representative from Souderton came and talked with them. A meeting is scheduled for the next morning, Feb. 28<sup>th</sup> at 8:00 am.

k. **Regional Planning Commission Representative** – Dana Hipszer

Mr. Hipszer said that a meeting was held the evening before. He reported that they talked about the planned improvement on the trailheads in Green Lane, he said it was a very large undertaking and eventually the hope is for the trails to connect to the Appalachian Trail. Mr. Hipszer reported that he talked about the district's interest in the Wood property and the ongoing negotiations regarding the crossing guards. He said a ManuFest Expo is held where high school students learn about trades, representatives from the district will be in attendance. The next meeting is scheduled for March 25<sup>th</sup>.

l. **Extra-Curricular Committee Discussion**

Mrs. Hofkin said that Peg Pennepacker and Dana Hipszer had reached out to her about forming an Extra-Curricular Committee. Peg Pennepacker said Mr. Hipszer and her wanted to take this opportunity to talk to the board about creating a new board committee that would focus on student's existing extra-curricular activities. The Board was in favor of the new committee and Mr. Somers said the policy needs to be revised to add this as a standing committee.

**PUBLIC COMMENTS**

None

**BOARD COMMENTS**

Kerry Drake said that he attended the Unified Bocce District Playoffs and said how impressed he was by the great example of working together and was impressed by the buddies interacting with the students. Dr. Roche said that at the next Board meeting the entire Unified Bocce Team is invited to come.

Mike Elliott on behalf of Upper Perk youth basketball thanked the custodians for being so helpful.

Raeann Hofkin announced that on March 7<sup>th</sup> a tire removal will be taking place at Hosensack creek and the Boy Scouts along with community members will be helping with that. The YMCA gala is that same night, and the Open Link gala will be April 25<sup>th</sup>.

Keith McCarrick reminded everyone that the Peter Pan musical will be held at the middle school on March 6 and 7<sup>th</sup>.

Mrs. Hofkin said that the Addams Family musical will be held at the high school on March 12 and 13<sup>th</sup>.

**ADJOURNMENT**

Motion by Stephen L. Cunningham, seconded by Judy Maginnis, to **adjourn the meeting at 8:15 pm**. Motion carried; all voted aye.

---

Sandra M. Kassel, Board Secretary

# PROCLAMATION

**WHEREAS, the Board of Directors, of the Upper Perkiomen School District, of Montgomery County in the Commonwealth of Pennsylvania, takes great pleasure in acknowledging notable achievements of young adults in the community; and**

**WHEREAS, the Board of Directors wish to applaud the**

**UPPER PERKIOMEN SCHOOL DISTRICT  
GRADUATING HIGH SCHOOL SENIOR CLASS OF 2020**

**WHEREAS, graduation is an exciting time. It marks both an ending and a beginning; it evokes warm memories of the past and big dreams for the future; and**

**WHEREAS, today is a milestone. It tells you how far you've come. As Dr. Seuss would say:**

**"Be who you are and say what you feel, because those who mind don't matter and those who matter don't mind"**

**WHEREAS, the Board of Directors declares**

**June 12, 2020 a Celebratory DAY for all the graduating seniors of Upper Perkiomen School District**

**THEREFORE, be it Proclaimed that the Board of Directors of the Upper Perkiomen School District offer our warmest congratulations on your upcoming graduation.**

**PROCLAIMED this 11th day of June, 2020.**

**Upper Perkiomen School District  
Board of Directors**

---

**Raeann Hofkin, Board President**

**UPPER PERKIOMEN SCHOOL DISTRICT,  
Montgomery and Berks Counties, Pennsylvania**

---

**RESOLUTION**

---

**OF THE BOARD OF SCHOOL DIRECTORS OF THE  
UPPER PERKIOMEN SCHOOL DISTRICT  
ESTABLISHING THE RATES OF DISCOUNTS AND PENALTIES  
ON THE PAYMENT OF TAXES FOR THE 2020-2021 FISCAL  
YEAR**

---

**WHEREAS**, the Board anticipates the adoption of the annual budget for the 2020-2021 fiscal year and levy of taxes upon real estate, and

**WHEREAS**, the Local Tax Collection Law, 72 P.S. §5511.1 et seq., requires the District to establish the rates of discounts and penalties on the payment of taxes, and

**WHEREAS**, the Board believes that the economic impact of the disaster emergency in the Commonwealth of Pennsylvania due to the spread of the novel coronavirus (now known as “COVID-19”) requires that appropriate action be taken to provide District taxpayers with additional flexibility with regard to the payment of taxes.

**NOW, THEREFORE**, this 28<sup>th</sup> day of May, 2020, be it resolved that:

1. For the 2020-2021 fiscal year, all taxpayers shall be entitled to a discount of two percent (2%) from the amount of real estate tax or interim real estate tax by making payment of the entire tax amount within three (3) months of the date of the tax notice - by September 30, 2020, for taxes other than interim real estate.
2. For the 2020-2021 fiscal year, unless installment payment has been elected by the taxpayer, a penalty of one tenth of one percent (.1%) will be added to the tax if the tax is not paid in full within four (4) months of the date of the tax notice - by October 31, 2020, for tax other than interim real estate.
3. The provisions of this Resolution are severable and, if any section, clause, sentence, part or provision is determined to be illegal, invalid or unconstitutional, such determination will not affect or impair any of the remaining sections, clauses, sentences, parts or provisions of this Resolution. It is declared to be the intent of the Board that this Resolution would have been adopted even if any such illegal, invalid or unconstitutional section, clause, sentence part or provision had not been included in this Resolution.

The foregoing is a true and correct copy of a resolution adopted by the Board of School Directors of the Upper Perkiomen School District at a meeting thereof legally held on May 28, 2020 by a vote of: \_\_\_\_\_ ayes; \_\_\_\_\_ nays; and \_\_\_\_\_ absent or abstain.

BY: \_\_\_\_\_  
School Board President

ATTEST: \_\_\_\_\_  
School Board Secretary

**UPPER PERKIOMEN SCHOOL DISTRICT**

**Real Estate Universal Installment Payment Plan Resolution**

(installment payment available for all taxpayers)

**RESOLVED**, by the Board of School Directors of the **Upper Perkiomen School District**, that a plan is adopted providing an option for installment payment of real estate taxes for all taxpayers pursuant to the Taxpayer Relief Act, 53 P.S. § 6926.1502, as follows:

**Real Estate Universal Installment Payment Plan Resolution**

(installment payment available for all taxpayers)

For the real estate tax levied by the School District, other than interim real estate tax, taxpayers may elect an installment payment option under the following rules:

1. **Installment payment dates.** A taxpayer electing the installment payment option may pay the real estate tax in three 3 equal installment payments of one-third (1/3) of the full tax amount. The installments are due on or before August 31, October 31, and December 15 of the year in which the tax is levied. Any installment not paid in full by these dates is delinquent.
2. **Taxpayer election of installment payment option.** Payment of the first installment in full by August 31 will constitute taxpayer election to pay tax in installments. Installment payment is permitted only if the taxpayer elects by paying the first installment payment in full by August 31. If the taxpayer fails to meet this requirement the full amount of the real estate tax is due on or before October 31, and the real estate tax is delinquent if not paid in full on or before October 31.
3. **No discount.** No discount applies to installment payments.
4. **Penalty on delinquent installments.** If a taxpayer makes the first installment payment by August 31 and fails to pay in full any subsequent installment by the due date, the installment not paid by the due date is delinquent, and a penalty will be added to the tax. For the 2020-2021 fiscal year, the penalty will be in the amount of one tenth of one percent (0.1%) of the amount of the installment not paid by the installment due date, without regard to any partial payment of the installment. For the 2021-2022 fiscal year and continuing in effect thereafter, the penalty will be in the amount of ten percent (10%) of the amount of the installment not paid by the installment due date, without regard to any partial payment of the installment.
5. **Option available for all property.** Any taxpayer may elect installment payment.

6. **Effective date.** This plan will become effective July 1, 2020, and will continue in effect thereafter for real estate taxes levied for the school year beginning July 1, 2020, and for real estate taxes levied for future years, until amended or repealed.

Approved at the duly advertised public meeting of the Upper Perkiomen Board of School Directors this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

By: \_\_\_\_\_  
President

Attest: \_\_\_\_\_  
Board Secretary