

Upper Adams School District School Board Minutes
Tuesday, March 21, 2017
Administration Board Room, 7:00 pm

Call to Order:

The Upper Adams School Board of Directors met on Tuesday, March 21, 2017, in the Administration Board Room for a brief executive session called by President Jones for a student and employee matter at 6:31 p.m. followed by a review of the revisions to the agenda at 6:41 p.m. The Board of Directors regular meeting began at 7:00 p.m. with the Pledge of Allegiance and a moment of silence by Mrs. Elaine Jones, President, Board of Directors.

The following directors were present: Mrs. Elaine Jones, President, Mr. John Regentin, Vice-President, Mr. Richard Crouse, Mr. Ronald Ebbert, Mr. Christopher Fee, Mr. William Seibert, and Mr. Thomas Wilson III. Excused Absence (Mr. Anthony (Tony) McNevin). Following roll call, Mr. James Rutkowski joined the meeting at 7:06 p.m.

Also present: Dr. Wesley Doll, Superintendent, Mrs. Belinda Wallen, Business Administrator/Board Secretary, Mr. Bob McQuide, Solicitor, Dr. Anne Corwell, Director of Student Services, Mr. Joe Albin, Director of Curriculum, Instruction, and Assessment, Mrs. Beth Graham, BHS Principal, Mr. Dave Zinn, UAMS Principal, Mrs. Ann Wolfe, Bendersville Elementary Principal, Mrs. Sonia Buckley, Arendtsville Elementary Principal, Mr. Jamie Kerstetter, Biglerville Elementary Principal, Mr. Jim VanDyke, Technology and Transportation, Mrs. Tina Fair, Human Resource Coordinator, Mrs. Cynthia Janczyk, Mr. Jim Hale, Gettysburg Times, and in attendance from CPVATS were Mr. Justin Bruhn, Natalie Calderon, and Jorge Zavala.

1. **Recognition of Delegate**

A. Upper Adams School District Current Events

1. Presentation by Alex Ramos, BHS Spanish Teacher, Costa Rico Student Trip
2. Mr. Tom Wilson provided fellow board members an update on the State Budget
3. Dr. Doll announced the April 11th Public Budget Workshop is rescheduled to April 18th from 4:00 p.m. to 7:00p.m. Dinner will be provided for the Board of Directors. The next budget presentation will occur at the planning meeting May 4, 2017.

B. Student Report - No report

C. Recognition of Nelson Horning, Chris Schwab and Messick's for their participation in the Work Based Learning Experience Program.

D. Recognition of the Biglerville High School Technology Student Association Members who participated in the Region 3 TSA Conference.

E. Presentation by Justin Bruhn, Cumberland Perry Area Vocational Technical School, Natalia Calderon, Advertising, Art & Design student and Jorge Zavala, Auto Technology student

2. **Public Comment** - No items noted

3. **Correspondence** - No items noted

4. **Reports**

1. Legislative/PSBA report - Mr. James Rutkowski noted no new developments to report.
2. FRN report - Mrs. Elaine Jones noted that PSBA is on the federal front of legislature efforts, healthcare is a concern and the elimination of 1.2 Billion for education by state grant funding.
3. LIU Board Report - Dr. Doll noted the next IU meeting is Tuesday March 28, 2017 at 7:00 p.m.
4. Federal programs - Dr. Corwell and Mr. Albin noted funding adjustments to the federal programs are expected soon.
5. Cumberland Perry AVTS - Mr. William Siebert reported no March meeting, the OA diner is March 22,2017 in which he plans to attend.
6. Fund Advisory Board Report - Mr. Richard Crouse -no report.
7. Administrative Reports
 - a. Jamie Kerstetter, Principal, Biglerville Elementary School, noted they had 120 students scheduled for kindergarten registration on March 16th and 17th. 112 of those showed up to register. Since that time several more have filled out registration paperwork. Biglerville Elementary just finished our PTO Spring Book Fair, and we are currently preparing for PSSA testing which will take place April 3-7 and April 24-28.
 - b. Sonia Buckley, Principal, Arendtsville Elementary School noted Parent Teacher Conferences on March 1st and 2nd went well. We had 95% attendance. On Friday, March 24th - Susan Byrnes Health Center will be here presenting AIDS/HIV program. On March 30th, they will be presenting 5 Men Up and In Her Shoes. The ELA PSSA testing begins April 3-7. We are working diligently to prepare and comply with the state guidelines. The Wee Wackers are continuing to practice every Monday. There are approximately 20-25 participating.
 - c. Ann Wolfe, Principal, Bendersville Elementary School shared Students Council will be conducting their annual "Peeps Diorama Contest" starting Monday, March 27 to Friday, March 31. Students design a school appropriate scene using peeps to match a category of their choice. The scene must fit in a shoe box. Students in grades 4, 5, and 6 are working after school to create the school yearbook. From taking photographs to checking names to writing receipts, students are learning all parts of the production process. In March, the behavior intervention classroom started a partnership with KPETS (Keystone Pet Enhancement Therapy Services) in order to provide some pet therapy to the students in the classroom. As of right now the students are receiving weekly support through KPETS. The program allows trained pets and their owners to provide therapy to those in need. As of right now, the students read books and spend time with animal. Mrs. McCleaf is hosting a Math Club for her 4th grade students on Monday evenings from 3:45 to 5:00 pm. 15 out of 22 students attend this Math Club each Monday. As part of a 6th grade unit on scientific data analysis, students are gathering their own data and representing it using box and whiskers plots. Students are working with real numbers, such as jumping jacks performed in a minute, and showing how different classes and grades compare to one another. Working between computers and paper is helping students to see how this can be done by hand or with the help of technology. They enjoy being able to explain the process to adults who visit and who have never learned how to make a box and whisker plot! During our morning Tech

Meetings each month we learn about different types of technologies to enhance learning in the classroom. We have learned about Nearpod, Google Classrooms, Sumdog, Aurasma, Plickers and Edpuzzle. Edpuzzle is a site where teachers can choose a content video and add their voice or questions to the video or section of the video to check for student understanding of the video.

- d. Dave Zinn, Principal, Upper Adams Middle School shared the Middle school spring sports have begun and participation numbers are solid: girls' soccer 40, boys' soccer 23, track and field 18. Emma Parker, 7th grade student, placed 3rd in the Gettysburg YWCA's Women in History contest. She wrote an essay on JK Rowling, the author of the Harry Potter series. Don Bair and special olympic athletes will present an anti-bullying, eliminate name calling presentation to middle school students on March 22.
- e. Beth Graham, Principal, Biglerville High School -Mrs. Graham shared that their second blood drive was held March 10th . Total collected was 34 units. The next blood drive will be May 12th (10:30 -4 pm). Jordan Woodward, a senior at Biglerville HS, took first place at the Keystone Indoor Drill Association Scholastic Percussion Individual Competition held at Mechanicsburg HS on March 11. March 11 the Biglerville Indoor Drum Line and Color Guard: Guards competed at Mechanicsburg High School as part of the Keystone Indoor Drill Association (KIDA) 2017 season. The Drum Line, took first place in the Scholastic Gold Percussion Ensemble with a score of 80.0. The Middle School Guard, finished in third place with a 69.250. The High School Color Guard finished in second place with a score of 82.410 in the highly competitive Scholastic Blue Division. Their season will conclude at the KIDA Championships on April 1 and 2 at Chambersburg High School. A free public performance prior to the Championships will take place on Friday, March 31st at Biglerville High School starting at 7:00PM. Sarah Hardy 100 Breast Stroke Pr 1:07.36, Went from 22nd to 14th, All state honorable mention. Lastly, the Play "Into the Woods" we be held this weekend. Fri 7PM, Sat 7PM, Sun 2PM
- f. Joe Albin, Director of Curriculum, Instruction and Assessment , shared McGraw-Hill Training 7th -10th Biglerville Elementary. PSSA Training & Preparation is up and running Summer Professional Development is underway.
- g. Anne Corwell, Director of Student Services reported Federal Programs- Title III- The EL (formally ESL department) have 2 important meetings coming up- On Thursday, March 30th, we are holding our planning council meeting which consists of teachers and parents in order to plan for our annual family night. Our Family Night is set for May 1st at Biglerville Elementary- We will be providing community resources---Some included are- Legal services, Food pantry, Wellspan- Healthy York Network, Social Security help, Healthy eating for kids. As for Special Education - Very busy time in special ed world. We have completed our Reading and Math PASA testing. For those students taking PSSAs and keystones, our teachers make sure to coordinate with their principals, Mr. Albin and me so that needed accommodations are available. Finally, we will soon be in the midst of IEP season as the teachers are finalizing paperwork for their students when they transition next year.
- h. Anthony Graham, Director of Athletics and Property-no report.
- i. Jim VanDyke, Director of Technology and Transportation Services. No report.

- j. Belinda Wallen, Business Administrator stated Administrative budget meetings held in which all line items of the budget were reviewed.
- 8. Superintendent Report- Dr. Wesley Doll briefly announced the change in the public budget workshop is changed from previously noted on the calendar of April 11th to April 18, 2017 from 4:00p.m. -6:00 p.m.
- 5. **Treasurer Report**
 - a. Motion by Mr. Tom Wilson, seconded by Mr. Christopher Fee that the Board approve all the Treasurer's Report as items as listed under A (as amended) through E. Discussion by Mr. Wilson noting the items C through E individually are each a little bit of money, however as combined is alot of money passing through these accounts. Motion carried by a roll call vote of 8, "Yes", 0 "No", and 1 "Absent" (Mr. Anthony (Tony) McNevin).
- 6. **Consent Agenda Items**
 - a. Motion by Mr. Christopher Fee, seconded by Mr. Tom Wilson that the Board approve all the following consent agenda items with the exception of item E because the numbers of the budget transfer has changed since the committee meeting.

MINUTES

- a. Regular Board Meeting, February 21, 2017.

FINANCE

- a. 2017-2018 Lincoln Intermediate Unit General Operating Budget
- b. AgendaManager Agreement with Capital Area Intermediate Unit through June 30, 2020 at an annual cost of \$ 3,400.00.
- c. Acceptance of the following donation(s) in support of the 5th Grade Environmental Education Program:
 - 1). \$1,000.00 from the Upper Adams Jaycees
 - 2). \$1,000.00 from the Gettysburg Eagles
 - 3). \$3,200.00 from the Ira E. Lady American Legion
 - 4). \$ 800.00 from H.A.N.J. Enterprises (Chad Naylor)
- d. Acceptance of the donation to Arendtsville Elementary School of an American Flag and a Pennsylvania Flag from Senator Rich Alloway
- e. Budget Transfers as submitted- revised transfer attached
- f. Source4Teachers one (1) year contract extension
- g. Pitney Bowes Lease renewal for the district postage meter

PERSONNEL-ADMINISTRATIVE - No items

PERSONNEL-PROFESSIONAL

- a. Accept the retirement of Laura Young, Language Arts Teacher, UAMS, last day April 21, 2017
- b. Post and advertise for a Language Arts Teacher

PERSONNEL-CLASSIFIED - No items

PERSONNEL-SUPPLEMENTAL CONTRACTS - No items

PERSONNEL-OTHER

- a. Add the following individual(s) to the volunteer listing:
 - 1). Cinthy Pena, Biglerville Elementary
 - 2). Julie Luntz, Arendtsville Elementary

- b. Add the following individual(s) to the Source4Teacher Substitute listing:
 - 1). Christine Rice
 - 2). Stacey Rice

PROPERTY - No items

TRANSPORTATION

- a. Add the following individual(s) to the driver listing for Jacoby Transportation:
 - 1). Jennifer Knill, retroactive to 3/01/2017

OTHER

- a. Student Wellness Committee Members

CURRICULUM

- a. K-12 Science Curriculum

ATHLETICS - No items

OTHER STUDENT ACTIVITIES - No items

Motion for consent agenda items with the exception of item e under finance was carried by a roll call vote of 8, "Yes", 0 "No", and 1 "Absent" (Mr. Anthony (Tony) McNevin).

7. Committee Reports and Action Items

A. Business and Operations Committee

1. Finance

- a. Motion by Mr. Tom Wilson, seconded by Mr. Christopher Fee that the Board approve the consent agenda item e due to to the revision of the budget transfer. The revised budget transfer was \$85,000 changed to \$ 55,000 for the Meraki Ap and enterprise support, increasing bandwidth and updating the firewall and new web content under E-Rate. Motion was carried by a roll call vote of 8, "Yes", 0 "No", and 1 "Absent" (Mr. Anthony (Tony) McNevin).
- b. Motion by Mr. Tom Wilson, seconded by Mr. Christopher Fee that the Board approve the budget transfer (page 4.1). Motion was carried by a roll call vote of 8, "Yes", 0 "No", and 1 "Absent" (Mr. Anthony (Tony) McNevin).
- c. Motion by Mr. Tom Wilson, seconded by Mr. Christopher Fee that the Board accept the donations, as per the submitted listing to the Bendersville, Arendtsville and Biglerville Elementary Libraries from the following donors:
 - 1). John & Mary Joan Yargar
 - 2). Bendersville PTA
 - 3). Biglerville High School National Honor Society
 - 4). Elementary Fine Arts Team
 - 5). Arendtsville PTO
 - 6). The Family of Hannah Orndorff

Motion was carried by a roll call vote of 8, "Yes", 0 "No", and 1 "Absent" (Mr. Anthony (Tony) McNevin).

2. Personnel

Administration- No items

Professional -

- a. Motion by Mr. John Regentin, seconded by Mr. Christopher Fee that the Board grant approval with regret of the retirement of Marian Bouchard, Literacy Coach, Biglerville Elementary School, effective the end of the 2016-2017 school year. Motion was carried by a roll call vote of 8, "Yes", 0 "No", and 1 "Absent" (Mr. Anthony (Tony) McNevin).
- b. Motion by Mr. John Regentin, seconded by Mr. Christopher Fee that the Board grant approval to post and advertise for a Literacy Coach. Motion was carried by a vote of 8, "Yes", 0 "No", and 1 "Absent" (Mr. Anthony (Tony) McNevin).

Classified -

- a. Motion by Mr. Christopher Fee, seconded by Mr. Tom Wilson that the Board grant approval of the following:
 - 1). Leave without pay for medical leave for Tracy Troutman, Instructional Assistant, Biglerville High School, March 22, 2017, through April 18, 2017.
 - 2). Recommend approval to dismiss employee #02216, effective March 21, 2017. The employee has waived the right to a hearing before the board.
 - 3). To post and advertise for an Instructional Assistant.Motion was carried by a roll call vote of 8, "Yes", 0 "No", and 1 "Absent" (Mr. Anthony (Tony) McNevin)

Supplemental & Other Items

- a. Motion by Mr. John Regentin, seconded by Mr. Christopher Fee that the Board grant approval the following items:
 - 1). To add the following individual(s) to the Volunteer Listing:
 - a). Stacey Klein, Biglerville Elementary
 - b). Colt Nelson, Biglerville Elementary
 - c). Claudia Alvarez, Arendtsville Elementary
 - d). Jami Lynn Seville, Biglerville Elementary
 - e). Ashley Parr, Biglerville Elementary
 - f). Allison Singley, Bendersville Elementary
 - 2). To add the following individual(s) to the Aramark Employee Listing:
 - a). Darryl Betts, Maintenance Department
 - b). Michelle Smyers, Administrative Assistant
 - c). Kyle Laughman, Custodian
 - d). Noah Talton, Custodian
 - e). Francisco Arzate, CustodianMotion was carried by a roll call vote of 8, "Yes", 0 "No", and 1 "Absent" (Mr. Anthony (Tony) McNevin).

3. Property - No items

4. Transportation

Motion by Mr. William Seibert, seconded by Mr. Christopher Fee to grant approval of the of the following driver(s) for Jacoby Transportation.

- a). Shannon Shaffer, retroactive to 3/10/2017
- b). John Cissel

Motion was carried by a vote of 8, "Yes", 0 "No", and 1 "Absent" (Mr. Anthony (Tony) McNevin).

- B. Curriculum - No items
- C. Athletics

Motion by Mr. Christopher Fee, seconded by Mr. Tom Wilson that the school board grant approval following Spring Coach(es) for the 2016-2017 year:

- 1). Darryl Davis, Assistant Varsity Baseball, Category II, Year 4-\$3,761.00

Motion was carried by a roll call vote of 8, "Yes", 0 "No", and 1 "Absent" (Mr. Anthony (Tony) McNevin).

- D. Other Student Activity Committee Report

Motion by Mr. Christopher Fee, seconded by Mr. Bill Seibert that the school board grant approval of the foreign trip travel to the Dominican Republic, tentatively scheduled for February 21-28, 2019..Motion was carried by a roll call vote of 8, "Yes", 0 "No", and 1 "Absent" (Mr. Anthony (Tony) McNevin).

- C. Policy review committee report

Motion was made by Mr. Ron Ebert, chair, seconded by Mr. Christopher Fee to approve the policy committee meeting minutes for February 2, 2017 and March 2, 2017. Additionally, move the first read polices to second read and approve the second reading of policies as presented for approval:

1. First Reading:

- a. Policy Number 330 Employees – Overtime – New (page 5.5)
- b. Policy Number 334 Employees – Sick Leave – New (pages 5.6-5.7)
- c. Policy Number 336 Employees - Personal Necessity Leave – New (pages 5.8-5.9)
- d. Policy Number 337 Employees – Vacation – New (pages 5.10-5.11)
- e. Policy Number 339 Employees – Uncompensated Leave – New (pages 5.12-5.13)
- f. Policy Number 342 Employees – Jury Duty/Subpoena – New (page 5.14)
- g. Policy Number 343 Employees – Paid Holidays – New (pages 5.15-5.16)
- h. Policy Number 530 Classified Employees – Overtime – DELETION (pages 5.17-5.18)

2. Second Reading:

- a. Policy Number 005 Local Board Procedures - Organization (pages 5.19-5.22)
- b. Policy Number 304.1 Employees – Nepotism (pages 5.23-5.25)
- c. Policy Number 320 Employees – Freedom of Speech in Non-School Setting (page 5.26)
- d. Policy Number 323 Employees – Tobacco Use (pages 5.27-5.28)
- e. Policy Number 335 Employees – Family and Medical Leave (pages 5.29-5.30)
- f. Policy Number 350 Employees – Confidential Communications (page 5.31-5.32)
- g. Policy Number 420 Professional Employees – Freedom of Speech in Non-School Setting – DELETION (page 5.33)
- h. Policy Number 423 Professional Employees – Tobacco Use – DELETION (page 5.34)
- i. Policy Number 435 Professional Employees – Family and Medical Leave – DELETION (pages 5.35-5.37)

- j. Policy Number 450 Professional Employees – Confidential Communications – DELETION (page 5.38)
- k. Policy Number 520 Classified Employees – Freedom of Speech in Non-School Setting – DELETION (page 5.39)
- l. Policy Number 523 Classified Employees – Tobacco Use – DELETION (page 5.40)
- m. Policy Number 535 Classified Employees – Family and Medical Leave – DELETION (page 5.41-5.43)
- n. Policy Number 550 Classified Employees – Confidential Communications – DELETION (page 5.44)

Motion was carried by a roll call vote of 8, "Yes", 0 "No", and 1 "Absent" (Mr. Anthony (Tony) McNevin).

D. Miscellaneous Agenda Items - No items

7. **Payment of Bills**

Motion by Mr. Tom Wilson, seconded by Mr. Christopher Fee that the school board grant approval to pay the monthly board bills. Motion was carried by a roll call vote of 7, "Yes", 0 "No", 1 Abstain (Mr. James Rutkowski as his spouse is a recipient of payment) and 1 "Absent" (Mr. Anthony (Tony) McNevin).

8. **Old Business** - No items

9. **New Business** - No items.

10. **Items of General Information**

A. The school board committee meetings are as follows:

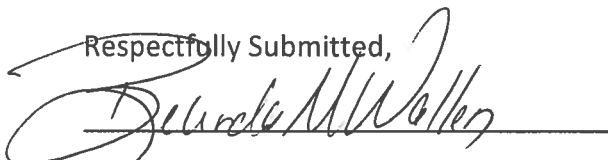
- 1. Curriculum and Extra Curricular Committee – Tuesday, April 4, 2017, 6:30 p.m.
- 2. Business and Operations Committee – Tuesday, April 4, 2017, Upon Completion of the Curriculum & Extra-Curricular Committee Meeting
- 3. Policy Committee Meeting – Thursday, April 6, 2017, 9:00 a.m.
- 4. Public Budget workshop canceled April 11, 2017 and rescheduled for Tuesday, April 18, 2017 from 4:00 p.m. -6:00 p.m. Dinner will be provided for Board Members at 4:00 p.m.

B. Regular School Board Meeting – Tuesday, April 18, 2017, 7:00 p.m.

11. **Adjournment**

Motion by Mr. Christopher Fee, seconded by Mr. William Seibert, that the meeting adjourned at 8:56 p.m. Motion was carried by a vote of 8, "Yes", 0 "No", and 1 "Absent" (Mr. Anthony (Tony) McNevin)

Respectfully Submitted,



Belinda M. Wallen
Business Administrator/Board Secretary

Acknowledged,



Mrs. Elaine Jones
Board President