

***Revised*
UPPER ADAMS SCHOOL DISTRICT
BIGLERVILLE, PENNSYLVANIA
REGULAR BOARD MEETING
SCHOOL BOARD
TUESDAY, March 21, 2017
7:00 PM

*Items marked ** did not go through committee meetings*

- I. CALL TO ORDER: President – Elaine Jones
- II. PLEDGE OF ALLEGIANCE
- III. MOMENT OF SILENCE
- IV. ROLL CALL
- V. RECOGNITION OF DELEGATIONS
 - A. Upper Adams School District Current Events
 - 1. Presentation by Alex Ramos, BHS Spanish Teacher, Costa Rico Student Trip
 - 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*
- VI. PUBLIC COMMENT
 - A. No items
- VII. CORRESPONDENCE – President – Elaine Jones
 - A. No items
- VIII. REPORTS
 - A. Legislative Report/PSBA Report – James Rutkowski and Anthony McNevin
 - B. FRN Report – Elaine Jones
 - C. LIU Board Report – Wesley Doll
 - D. Federal Programs – Anne Corwell and Joseph Albin
 - E. Cumberland Perry AVTS – William Seibert
 - F. Fund Advisory Board Report – Richard Crouse
 - G. Administrative Reports
 - 1. Jamie Kerstetter, Principal, Biglerville Elementary School
 - 2. Sonia Buckley, Principal, Arendtsville Elementary School
 - 3. Ann Wolfe, Principal, Bendersville Elementary School
 - 4. Dave Zinn, Principal, Upper Adams Middle School
 - 5. Beth Graham, Principal, Biglerville High School
 - 6. Joseph Albin, Director of Curriculum, Instruction and Assessment
 - 7. Anne Corwell, Director of Student Services
 - 8. Anthony Graham, Director of Athletics and Property
 - 9. Jim VanDyke, Director of Technology and Transportation Services
 - 10. Belinda Wallen, Business Administrator
 - H. Superintendent Report – Wesley Doll

IX. TREASURER'S REPORT – Tom Wilson

- A. Financial Report Ending January 30, 2017 and Condensed Board Summary Report for January, 2017 (pages 2.1-2.9)
- B. Food Service Fund Statement of Operations Ending February 28, 2017 (pages 2.10-2.11)
- C. Student Council Sub Accounts February 28, 2017 (page 2.12)
- D. Student Accounts Report February 28, 2017 (page 2.13)
- E. Principal's Account February 28, 2017 (pages 2.14)

X. CONSENT AGENDA ITEMS (as discussed at Committee Meeting March 7, 2016)

MINUTES

- a. Regular Board Meeting, February 21, 2017 (not available at printing)

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 (page 3.1)*
- f. Source4Teachers one (1) year contract extension
- g. Pitney Bowes Lease renewal for the district postage meter

PERSONNEL-ADMINISTRATIVE

- a. 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

- a. No items

PERSONNEL-SUPPLEMENTAL CONTRACTS

- a. 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

- a. 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

- a. No items

OTHER STUDENT ACTIVITIES

- a. No items

XI. COMMITTEE REPORTS AND ACTION ITEMS

A. BUSINESS AND OPERATIONS COMMITTEE

1. FINANCE – Tom Wilson - Chairperson

- a. ****Recommend approval** of the budget transfers (page 4.1)
- b. ****Recommend approval to 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*

2. PERSONNEL – John Regentin - Chairperson

a. *ADMINISTRATION*

- 1). No items.

b. *PROFESSIONAL*

- 1). ****Recommend approval** of the retirement of Marian Bouchard, Literacy Coach, Biglerville Elementary School, effective the end of the 2016-2017 school year.
- 2). ****Recommend approval** to post and advertise for a Literacy Coach.

c. *CLASSIFIED*

- 1). ****Recommend approval** of leave without pay 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). ****Recommend approval** to post and advertise for an Instructional Assistant.

d. *SUPPLEMENTAL CONTRACTS*

- 1). No items

e. *OTHER*

- 1). ****Recommend approval** to add the following individual(s) to the Volunteer Listing:
 - a). Stacey Klein, Biglerville Elementary
 - b). Coltt 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). ****Recommend approval 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, Custodian*

3. PROPERTY – Bill Seibert – Chairperson

- a. No items

4. TRANSPORTATION – Bill Seibert – Chairperson

- a. ****Recommend approval to add the following individual(s) to the Substitute Driver Listing for Jacoby Transportation:**
 - 1). Shannon Shaffer, retroactive to 3/10/2017
 - 2). John Cissel

B. CURRICULUM AND EXTRA-CURRICULAR COMMITTEE REPORT

1. CURRICULUM – Christopher Fee – Chairperson

- a. No items.

2. ATHLETICS – Christopher Fee – Chairperson

- a. ****Recommend approval of the following Spring Coach(es) for the 2016-2017 year:**
 - 1). *Darryl Davis, Assistant Varsity Baseball, Category II, Year 4-\$3,761.00*

3. OTHER STUDENT ACTIVITIES – Christopher Fee – Chairperson

- a. ****Recommend approval of the foreign trip travel to the Dominican Republic, tentatively scheduled for February 21-28, 2019.**

C. POLICY REVIEW COMMITTEE REPORT – Ron Ebbert, Chairperson

1. **Recommend approval of the following Policy Committee Meeting Minutes;**

- a. Policy Committee Meeting Minutes, February 2, 2017 (page 5.1-5.2)
- b. Policy Committee Meeting Minutes, March 2, 2017 (page 5.3-5.4)

2. 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)

3. 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)

D. MISCELLANEOUS AGENDA ITEMS – President – Elaine Jones

- 1. No items

- XII. PAYMENT OF BILLS (pages 6.1-6.11)
- XIII. OLD BUSINESS
- XIV. NEW BUSINESS

- A. No items

XV. ITEMS OF GENERAL INFORMATION:

- A. School Board Committee Meetings:

- 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.

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

XVI. ADJOURNMENT