

**UPPER ADAMS SCHOOL DISTRICT  
BIGLERVILLE, PENNSYLVANIA  
REGULAR BOARD MEETING  
SCHOOL BOARD  
TUESDAY, December 6, 2016  
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
  - B. Student Report
  - C. PSBA “Honor Roll of School Board Service” recognition for Elaine Jones and William Seibert by Karen Devine, Member Services Manager. PSBA.
  - D. Recognition of Mia Maloney, graduate of the Art Institute of Chicago, for volunteering more than 65 hours of her time in designing to inspire creativity and painting the Biglerville Elementary Library. We also want to thank the following for their contributions to this project: Sherwin Williams, Gettysburg Rental, Gary Robey, Mr. Maloney, Lisa Newberry, and Steven Glassmann.
- VI. PUBLIC COMMENT
  - A. No items
- VII. CORRESPONDENCE – President – Elaine Jones
  - A. No items
- VIII. REPORTS
  - A. Legislative Report/PSBA Report – James Rutkowski
  - B. FRN Report – Elaine Jones
  - C. LIU Board Report – Wesley Doll
  - D. Federal Programs – Anne Corwell
  - 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. Joe 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 – Richard Crouse

- A. Financial Report Ending October 31, 2016 and Condensed Board Summary Report for October, 2016 (pages 2.1-2.9)
- B. Cafeteria Report Ending November 30, 2016 (pages 2.10-2.11)
- C. Student Council Sub Accounts (unavailable)
- D. Student Accounts Report (unavailable)
- E. Principal's Account (unavailable)

X. CONSENT AGENDA ITEMS (Note: There was no committee meeting held in December, 2016)

MINUTES  
FINANCE  
PERSONNEL-ADMINISTRATIVE  
PERSONNEL-PROFESSIONAL  
PERSONNEL-CLASSIFIED  
PERSONNEL-SUPPLEMENTAL CONTRACTS  
PERSONNEL-OTHER  
PROPERTY  
TRANSPORTATION  
CURRICULUM  
ATHLETICS  
OTHER STUDENT ACTIVITIES

XI. COMMITTEE REPORTS AND ACTION ITEMS

A. BUSINESS AND OPERATIONS COMMITTEE

1. FINANCE – Richard Crouse - Chairperson

- a. Ken Phillips from RBC will be present at this evening's meeting.
- b. **\*\*Recommend approval** to accept the donation of the following books to the Biglerville Elementary Library by FourCorners Comics and Books:
  - 1). *Secret Coders* by Gene Luen Yang & Mike Holmes
  - 2). *Secret Coders: Paths and Portals* by Gene Luen Yang & Mike Holmes
  - 3). *The Iron Hand* by Scott Chantler
  - 4). *Instructions* by Neil Gaiman
  - 5). *The Big Book of DC Super Friends* by Frank Berrios

2. PERSONNEL – John Regentin - Chairperson

a. *ADMINISTRATION*

- 1). No items.

b. *PROFESSIONAL*

- 1). **\*\*Recommend approval** to accept the resignation of Susan Bowerman, French/Spanish teacher, Biglerville High School, last day November 29, 2016.
- 2). **\*\*Recommend approval** to post and advertise for a French/Spanish teacher.

c. *CLASSIFIED*

- 1). **\*\*Recommend approval** to extend leave without pay for Barbara Gillin, Instructional Assistant, Arendtsville Elementary, through December 2, 2016 (on November 15, 2016, approval of leave without pay, was November 9-21).

d. *SUPPLEMENTAL CONTRACTS*

- 1). No items

e. *OTHER*

- 1). **\*\*Recommend approval** to add the following individual(s) to the translator listing:
  - a). Elias Perez-Zetune, retroactive to 11/15/2016
  - b). Sherry Cervantes, retroactive to 11/21/2016
- 2). **\*\*Recommend approval** to add the following individual(s) to the volunteer listing:
  - a). Teresa Witherow, Biglerville Elementary
  - b). Sara Shank, Biglerville Elementary
  - c). Matthew Shank, Biglerville Elementary
  - d). Susan Stockman, BHS
- 3). **\*\*Recommend approval** to add the following individual(s) to the Aramark Employee listing:
  - a). Kyle Flook
  - b). Kenneth Shafer
  - c). Charles Goodrich
- 4). **\*\*Recommend approval** to add the following individual(s) to the Source4Teacher substitute listing:
  - a). David Birchmire – S4T hire date 11/1/2016
  - b). Christopher Kasian – S4T hire date 11/19/2016
  - c). Steven Kovalevich – S4T hire date 10/24/2016
  - d). Lara Tullar – S4T hire date 11/11/2016

3. PROPERTY – Bill Seibert – Chairperson

- a. Presentation by Chris McMahon, Director of Facilities, and Marc Fahringer, Division Manager from Aramark.

4. TRANSPORTATION – Bill Seibert – Chairperson

- a. **\*\*Recommend approval** to add the following individual(s) to the School Express substitute driver list:
  - 1). Lynda Noel

B. CURRICULUM AND EXTRA-CURRICULAR COMMITTEE REPORT

1. CURRICULUM – Christopher Fee – Chairperson

- a. **\*\*Recommend approval** to accept the Occupational Advisory Committee (OAC) minutes from the March 21, 2016, meeting. (pages 3.1-3.2)

2. ATHLETICS – Christopher Fee – Chairperson

- a. **\*\*Recommend approval** of Independent Swimmer for the 2016-2017 season, Noah Mattson.

3. OTHER STUDENT ACTIVITIES – Christopher Fee – Chairperson

- a. **\*\*Recommend approval** of the overnight trip to the PA State FFA Summer Conference and CDE's for the BHS FFA students and advisor, Penn State University, University Park, PA on June 13-15, 2017, with cost to be covered by the FFA and students.

C. POLICY REVIEW COMMITTEE REPORT – Ron Ebbert, Chairperson

1. First Reading:
  - a. No items

2. Second Reading:
  - a. Policy Number 625 Finances – Procurement Cards (pages 4.1-4.2)

D. MISCELLANEOUS AGENDA ITEMS – President – Elaine Jones

1. **Appointment of Directors** to Board Committees:

- a. PSBA Legislative Chair
- b. NSBA, FRN Legislative Chair
- c. York-Adams Tax Bureau Representative, Adams County Tax Collection Committee Representative – Belinda Wallen with the Business Administrator from Gettysburg School District and the Business Administrator from Bermudian Springs School District as alternates.

XII. PAYMENT OF BILLS (pages 5.1-5.12)

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, January 3, 2017, 6:30 p.m.
2. Business and Operations Committee – Tuesday, January 3, 2017,  
Upon Completion of the Curriculum & Extra-Curricular Committee Meeting
3. Policy Committee Meeting – Thursday, January 7, 2017, 9:00 a.m.

- B. Regular School Board Meeting – Tuesday, January 19, 2017, 7:00 p.m.

XVI. ADJOURNMENT