

**UPPER ADAMS SCHOOL DISTRICT
BIGLERVILLE, PENNSYLVANIA
REGULAR BOARD MEETING
SCHOOL BOARD
TUESDAY, November 15, 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
 - 1. Recognition of Cameron Tuckey, Jake Grim, Caleb Swartz and Curtin Matthews, FFA Team Members for earning 1st Place at the 2016 Pennsylvania FFA Team Competition and 11th Place at the 2016 National FFA Team Competition and recognition of their advisors Scott Howell and Michelle Miller.
 - B. Student Report
- VI. PUBLIC COMMENT
 - A. No items
- VII. CORRESPONDENCE – President – Elaine Jones
 - A. Thank you letter from the United States Department of Education, Office of School Support and Rural Programs.
- 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 September 30, 2016 (pages 2.1-2.9)
- B. Cafeteria Report Ending October 31, 2016 (pages 2.10-2.11)
- C. Student Council Sub Accounts October 31, 2016 (page 2.12)
- D. Student Accounts Report October 31 2016 (pages 2.13)
- E. Principal's Account October 31, 2016 (pages 2.14)

X. CONSENT AGENDA ITEMS (as discussed at Committee Meeting November 1, 2016)

MINUTES

- a. Regular Board Meeting, October 18, 2016 (page 3.1-3.9)

FINANCE

- a. No items

PERSONNEL-ADMINISTRATIVE

- a. No items

PERSONNEL-PROFESSIONAL

- a. Sabbatical leave approval for Lisa Harman, Art Teacher, Biglerville High School after review of additional information that was reviewed by the Upper Adams School District Board of Directors.

PERSONNEL-CLASSIFIED

- a. Leave without pay for the following classified staff members
 - 1). Tracy Troutman, Instructional Assistant, Biglerville High School from December 1, 2016, through January 17, 2017
 - 2). Barbara Gillin, Instructional Assistant, Arendtsville Elementary from November 9-21, 2016

PERSONNEL-SUPPLEMENTAL CONTRACTS

- a. No items

PERSONNEL-OTHER

- a. Add the following individual to the Translator/Interpreter listing:
 - 1). Araceli Ponce
- b. Add the following individuals to the Source4Teacher substitute listing:
 - 1). Stuart Eisenman – S4T hire date: 10/11/16
 - 2). Thomas Fontana – S4T hire date: 10/6/16
 - 3). John Heiser – S4T hire date: 10/4/16
 - 4). Jennifer Neumer – S4T hire date: 10/15/16
 - 5). Kyle Polinka – S4T hire date: 10/3/16
 - 6). Danielle Shearer – S4T hire date: 10/3/16
 - 7). Megan Ziegler – S4t hire date: 10/14/16
- c. Add the following individual to the volunteer listing:
 - 1). Susan Orner, Biglerville Elementary

PROPERTY

- a. Declare items as surplus from Biglerville High School as per the submitted listing.

TRANSPORTATION

- a. Contractual agreements with the following transportation contractors for the 2016-2017 Student Transportation Services:
 - 1). Weaver Transportation
 - 2). Jacoby Transportation

CURRICULUM

- a. No items

ATHLETICS

- a. 2016-2017 Fall/Winter Coaches
 - 1). Nolan Peterson, Head Junior High Girls Basketball, Category III, Maximum-\$3,279.00
 - 2). Mandy Gorman, Assistant Junior High Girls Basketball, Category IV, Year 2-\$2,576.00
 - 3). Josh Martin, Assistant Junior High Girls Basketball, Volunteer
 - 4). Nathan Cody, Head Junior High Boys Basketball, Category III, Year 1-\$2,779.00
 - 5). Craig Johnson, Assistant Junior High Boys Basketball, ½ Category IV, Maximum-\$1,438.00
 - 6). Ken Shafer, Assistant Junior High Boys Basketball, ½ Category IV, Maximum-\$1,438.00

OTHER STUDENT ACTIVITIES

- a. Spring Musical production, “Into the Woods”, Biglerville High School, March 24-26, 2017.

XI. COMMITTEE REPORTS AND ACTION ITEMS

A. BUSINESS AND OPERATIONS COMMITTEE

1. FINANCE – Richard Crouse - Chairperson
2. PERSONNEL – John Regentin - Chairperson
 - a. *ADMINISTRATION*
 - b. *PROFESSIONAL*
 - c. *CLASSIFIED*
 - 1). ****Recommend approval** to hire Marietta McDonald-Heckman, Learning Support Instructional Assistant, Biglerville High School, 6.5 hours per day, 178 days per year, at an hourly rate of \$9.60, start date pending receipt of required paperwork, replacing Ruth Santino.
 - 2). ****Recommend approval** to hire Amelia Demopoulos, Learning Support Instructional Assistant, UAMS, 6.5 hours per day, 178 days per year, at an hourly rate of \$9.60, start date Pending receipt of required paperwork, replacing Susan Stockman.
 - d. *SUPPLEMENTAL CONTRACTS*
 - e. *OTHER*
 - 1). ****Recommend approval** to add the following individual(s) to the volunteer listing:
 - a. Melissa Garcia, Bendersville Elementary
 - b. Amberie Bailey, Biglerville Elementary
 - c. Lynn Garskof, Biglerville Elementary
 - d. Ruth Davenport, Biglerville Elementary
 - e. Marian Baker, Arendtsville Elementary
 - 2). ****Recommend approval** to add the following individual(s) to the Chartwells listing:
 - a. Pam Mouer
3. PROPERTY – Bill Seibert – Chairperson
 - a. ****Recommend approval** to declare as surplus the submitted listing of books from the Biglerville High School Library.
4. TRANSPORTATION – Bill Seibert – Chairperson

B. CURRICULUM AND EXTRA-CURRICULAR COMMITTEE REPORT

1. CURRICULUM – Christopher Fee – Chairperson
2. ATHLETICS – Christopher Fee – Chairperson
3. OTHER STUDENT ACTIVITIES – Christopher Fee – Chairperson
 - a. ****Recommend approval** of the overnight trip for the FFA Students to travel to the Leadership Workshop, February 4-5, or 11-12, 2017, at the Harrisburg Sheraton, Harrisburg, PA. Dates will be finalized as soon as the TSA Regional Competition is scheduled due to students who participate in both organizations.

C. POLICY REVIEW COMMITTEE REPORT – Ron Ebbert, Chairperson

1. First Reading:
 - a. Policy Number 625 Finances – Procurement Cards (pages 4.1-4.2)
2. Second Reading:
 - a. Policy Number 308 Employees – Employment Contract/Board Resolution (pages 4.3-4.4)
 - b. Policy Number 309 Employees – Assignment and Transfer (pages 4.5-4.4.6)
 - c. Policy Number 408 Professional Employees – Employment Contract – DELETION (pages 4.7-4.8)
 - d. Policy Number 409 Professional Employees – Assignment and Transfer – DELETION (pages 4.9-4.10)
 - e. Policy Number 508 Classified Employees – Employment Contract – DELETION (page 4.11)
 - f. Policy Number 509 Classified Employees – Assignment and Transfer – DELETION (pages 4.12-4.13)
 - g. Policy Number 608 Finances – Bank Accounts (page 4.14)
 - h. Policy Number 805.1 Operations – Relations with Law Enforcement Agencies (pages 4.15-4.17)

D. MISCELLANEOUS AGENDA ITEMS – President – Elaine Jones

1. ****Recommend approval** for Richard Crouse to be president pro tempore effective 10/18/2016.
2. ****Recommend approval** to appoint William Seibert as the Upper Adams School District Delegate to the CPAVTS Joint Operating Committee for 2016-2017.

XII. PAYMENT OF BILLS (pages 5.1-5.10)

XIII. OLD BUSINESS

XIV. NEW BUSINESS

XV. ITEMS OF GENERAL INFORMATION:

A. School Board Committee Meetings:

1. Curriculum and Extra Curricular Committee – No scheduled meeting in December.
2. Business and Operations Committee – No scheduled meeting in December
3. Policy Committee Meeting – Thursday, December 1, 2016, 9:00 a.m.

B. Re-organizational School Board Meeting – Tuesday, December 6, 2016, 6:30 p.m.

C. Regular School Board Meeting – Tuesday, December 6, 2016, 7:00 p.m.

XVI. ADJOURNMENT