

Upper Adams School District School Board Minutes
Tuesday, August 16, 2016
Administration Board Room, 7:00pm

Call to Order:

The Upper Adams School Board of Directors met on Tuesday, August 16, 2016, in the Administration Board Room. The Board of Directors began at 6:31 p.m. with an executive session for a personnel matter and student matter. The Board of Directors opened with the Pledge of Allegiance and a moment of silence followed by the call to order at 6:54 p.m. by Mrs. Elaine Jones, President, Board of Directors. The regular school board meeting followed the committee reports.

The following directors were present: Mrs. Elaine Jones, Board President, Mr. Christopher Fee, Mr. John Regentin, Mr. Anthony (Tony) McNevin, Mr. William Seibert, and Mr. Thomas Wilson III.

Excused Absence: (Mr. Ronald Ebbert, Mr. Richard Crouse, Mr. James Rutkowski)

Also present: Dr. Wesley Doll, Superintendent, Mrs. Belinda Wallen, Business Administrator/Board Secretary, Mr. Robert McQuide, Solicitor, Mr. Joe Albin, Director of Curriculum, Mrs. Anne Corwell, Director of Student Services, 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, Mrs. Tina Fair, Human Resource Coordinator, Mr. Charles Stump, and Mr. Jim Hale, Gettysburg Times.

1. **Recognition of Delegate** - No recognitions noted
2. **Public Comment**
 - a. Karen Bratt, addressed the school board of directors concerning denied request for her son to attend UASD as a tuition free student for the 2016-2017 school year.
3. **Correspondence** -
 - a. Board of Directors reviewed and cast vote for PSBA Officers and at large representatives.
4. **Consent Agenda Items**
 - a. Motion by Mrs. Elaine Jones, seconded by Mr. Tony McNevin that the Board approve all consent agenda items as discussed at Committee reports, listed under VIII:
 - MINUTES OF BOARD MEETINGS
 - a. Regular Board Meeting, June 21, 2016 (page 2.1-2.9)
 - b. Regular Board Meeting, July 12, 2016 (page 2.10-2.16)
 - FINANCE
 - a. The Letter of Agreement between UASD and The Meadows for educational services for students who are placed at The Meadows Psychiatric Center for the 2016-2017 school year for educational services at \$60.00 per day.
 - b. The contract between UASD and NHS School-Carlisle for educational services for children with autism for the 2016-2017 school year.

- c. Accept the donation of three (3) Activity Round Tables, valued at \$143.47 each, for Jennifer Peglow's classroom donated by DonorsChoose.org.

PERSONNEL-ADMINISTRATIVE -No items

PERSONNEL-PROFESSIONAL

- 1). Transfer the following professional staff:
 - a). Sandra Johnson from Life Skills Support Teacher to 2nd Grade Teacher, Biglerville Elementary, replacing Mallory Parker
- 2). Post and advertise: Life Skills Support Teacher
- 3). Hire the following professional staff:
 - a). Emily Redding, Speech & Language Pathologist, Master's Step 4, \$52,126.00, effective the start of the 2016-2017 school year replacing Melissa Butters (pending receipt of required documents for hire)
 - b). Mary McDannell, English Teacher, Biglerville High School, Bachelor's Step 1, \$44,626.00, effective the start of the 2016-2017 school year, replacing the German/American Cultures position vacated by the retirement of Evelyn Ayres (pending receipt of required documents for hire)
 - c). Betsy Showers, Math/Science Teacher, Biglerville High School, Bachelor's Step 1, \$44,626.00, effective the start of the 2016-2017 school year
 - d). Mollie Berndt, Life Skills Support Teacher, Biglerville Elementary School, Masters, Step 1, \$46,626.00, effective the start of the 2016-2017 school year, replacing Sandra Johnson (*pending receipt of required documents for hire*)
- 4). Family Medical Leave of Absence:
 - a). Shana Hallinan, 8th Grade Language Arts Teacher, UAMS, to take non-FMLA leave without pay from November 15, 2016, through December 23, 2016

PERSONNEL-CLASSIFIED

- 1). Transfer the following classified staff:
 - a). Lori Vaughn, Instructional Assistant, Bendersville Elementary, 5 hours per day, to Instructional Assistant, Biglerville Elementary School, 5.75 hours per day, replacing Sherry Grenchik
- 2). Post and Advertise the following:
 - a). Personal Care Assistant, position created to address the need of personal care services at Bendersville Elementary, 5 hours per day, 176 days per year at a rate of \$9.60 per hour
 - b). Substitute Nurses and Nurse Assistants
 - c). Substitute Instructional Assistants
- 3). Hire the following classified staff:

- a). Dorianne Clouse, Instructional Assistant, Bendersville Elementary School, 5 hours per day, 176 days per year, at an hourly rate of \$9.60, replacing Lori Vaughn
- b). Barbara Gillin, Instructional, Arendtsville Elementary, 2.5 hours per day, 176 days per year, at an hourly rate of \$9.60, effective August 24, 2016, replacing Tamra Ney (pending receipt of required documents for hire)

- 4). Classified Substitutes as per the submitted listing.

PERSONNEL-SUPPLEMENTAL CONTRACTS

- 1). 2016-2017 Supplemental Contracts as per submitted list from Human Resources

PERSONNEL-OTHER

- 1). The following contracted staff as per the submitted listings:
 - a). Teacher Substitutes from Source4Teacher
 - b). Maintenance and Custodial Staff from Aramark
 - c). Cafeteria Workers from Chartwells

PROPERTY

- a. Bid from 5 Star Driveway Services to complete base repairs at BHS for \$7,661.50 for 2,189 sq. ft., any additional services at \$3.50 per sq. ft. not to exceed \$19,000.00 in total services. Services paid from Capital Reserve, 2015 Construction Account

TRANSPORTATION

- a. Bus Drivers and Van Drivers for the 2016-2017 school year as per the submitted listing from the Transportation Department.

CURRICULUM

- a. Textbook Listing Addendum to include the new ELA McGraw-Hill series for the 2016-2017 school year.

ATHLETICS

- a. The following 2016-2017 Fall Coaches:
 - 1. Mark Silko, Head Varsity Girls Tennis, Category II, Year 2 - \$3,511.00
 - 2. Brooke Stevens, change from Assistant JH Field Hockey, ½ Category IV, and maximum - \$1,438.00 to Assistant JH Field Hockey, Category IV, Year 3 - \$2,676.00
 - 3. Sue Roberts, Head JH Field Hockey, Category III, maximum \$3,279.00
- b.. Donation of the following:
 - 1). Field Hockey Scoreboard form State Farm, Becky Smith, donation of scoreboard
 - 2). Biglerville Booster Club and various donors for the donation of the installation costs
 - 3). Boys Soccer Warm-Ups donated by SPG

OTHER STUDENT ACTIVITIES

- a. Educational Leading to employment and Career Training (ELECT) ELECT Fatherhood Initiative (EFI) agreement of consortium participation between the Lincoln Intermediate Unit 12 and the UASD, with no cost affiliated with this agreement.

Motion carried by a roll call vote of 6, "Yes", 0 "No", and 3 "Absent"(Mr. Ronald Ebbert, Mr. Richard Crouse, Mr. James Rutkowski).

5. **Treasurer Report**

- a. Motion by Mr. John Regentin, seconded by Mr. William Seibert that the Board approve the Treasurer reports items A - E as listed on the agenda. Motion carried by a roll call vote of 6, "Yes", 0 "No", and 3 "Absent" (Mr. Ronald Ebbert, Mr. Richard Crouse, Mr. James Rutkowski)

6. **Payment of Bills**

- a. Motion by Mr. Christopher Fee, seconded by Mr. Tom Wilson that the Board approve the payment of bills. Motion carried by a roll call vote of 6, "Yes", 0 "No", and 3 "Absent" (Mr. Ronald Ebbert, Mr. Richard Crouse, Mr. James Rutkowski)

7. **Reports**

- A. Legislative/PSBA report - No report noted
- B. FRN report - Mrs. Elaine Jones no report noted
- C. LIU Board Report - Dr. Doll stated LIU minutes reflect new sworn in directors and three new positions/job descriptions for the Elect Program. The next meeting is September 6, 2016 at 7:00pm.
- D. Federal programs - Dr. Anne Corwell shared her excitement that our Title III program made AMAO- Annual Measurable Achievement Objective. Since UASD has taken over the ESL program, our students have met objectives. 17% of populations and are doing a great job.
- E. Cumberland Perry AVTS - No report
- F. Fund Advisory Board Report - No Canner Fund report
- G. Administrative Reports
 - a. Jim Vandyke shared that the technology department had a very busy summer, as a lot of upgrades were completed, new firewall, wireless units recycled to elementary schools, and the first day of computer distribution they issued out 168.
 - b. Anne Corwell announced the Special Education Consortium is running smoothly and they're investigating the concept of bringing neurologically impaired with Conewago and Littlestown.
 - c. Dave Zinn announced nearly ready for start of school, early indicators of an influx of 7th graders scheduling. 7th grade orientation and 8th grade open house next Monday evening.
 - d. Beth Graham announced back to school night was successful, Keystone comeback and seeing an influx in 11th grade cohort.
 - e. Jamie Kerstetter announced teachers have been in, supplies coming in and open house Thursday and Monday perspectivevely.

- f. Sonia Buckley stated supplies coming in, computer training offerings are warmly received. School improvement meeting August 11th and was pleased with the interest and attendance.
 - g. Ann Wolfe seconded the supply order but also wanted to personally shout out the fine job Aramark staff, custodial crew who fixed many things and now the generator is on and working.
 - h. Joe Albin shared information on curriculum camp, distributions of 10 skids of McGraw Hill text materials distributed. Last week teachers began Wonders training.
 - i. Belinda Wallen shared YATB interest in becoming per capita enumerator. Covered Social Engineering brief introduction. Local audit began July 25th and 26th, on premise start September 4th.
- H. Superintendent - Dr. Doll thanked Administrators as we begin another school year. Dr. Doll announced the webpage should be updated, menus posted, communication survey on changing start times is also listed and linked on the website. Badges for Board are finalized and will be providing to the Board. Three computers for Board will be distributed in September. Reminder on Apple presentation is set for Sept 6th meeting. The wall masonry improvement met expectations and exceeded them. On Thursday, Bill will join administration to discuss safety and to look at different ideas to utilize our funds wisely to address the areas of concern. Dr. Doll excited for another year and in anticipation of continued service from Source4Teachers, Aramark and Chartwells.

8. Committee Reports and Action Items

Business and Operations Committee

1. Finance

- a. Motion by Mr. John Regentin, seconded by Mr Tony McNevin to grant approval of the contract for Professional Software for Nurses, Inc. (PSNI) at an initial cost of \$6,059.00 and a yearly cost of approximately \$3,120.00. Discussion held on budget, cost, use and what the software will do compared to what we were doing. Motion carried by a roll call vote of 6, "Yes", 0 "No", and 3 "Absent"(Mr. Ronald Ebbert, Mr. Richard Crouse, Mr. James Rutkowski).

Motion by Mr. John Regentin, seconded by Mr Christopher Fee to grant approval for two items as listed:

- i. Grant approval for item B and C as listed: Approval of the 2016-2017 Letter of Agreement for the Student Assistance Program Drug & Alcohol Prevention/Problem Identification and Mental Health Assessment and Referral.
- ii. Approval of the IDEA Section 619 Pass Through Funds for 2016-2017 between Lincoln Intermediate Unit 12 and the Upper Adams School District.

Motion carried by a roll call vote of 6, "Yes", 0 "No", and 3 "Absent"(Mr. Ronald Ebbert, Mr. Richard Crouse, Mr. James Rutkowski).

2. Personnel

- a. Administration- No items

- b. Professional -No items
- c. Classified
Motion by Mr. John Regentin, seconded by Mr. Christopher Fee that the school board grant approval to hire Lou Ann Milhimes, Personal care Assistant, Bendersville Elementary, 5 hours per day, 176 days per year, at an hourly rate of \$9.60, effective August 24, 2016. (pending receipt of required documents for hire. Motion carried by a roll call vote of 6, "Yes", 0 "No", and 3 "Absent"(Mr. Ronald Ebbert, Mr. Richard Crouse, Mr. James Rutkowski).
- d. Supplemental contracts- No items
- e. Other- No items
- 3. Property- No items
- 4. Transportation
 - a. Motion by Mr. William Seibert, seconded by Mr. Tom Wilsoni that the school board grant approval of the Bus Routes for the 2016-2017 school year. Motion carried by a vote of 6, "Yes", 0 "No", and 3 "Absent"(Mr. Ronald Ebbert, Mr. Richard Crouse, Mr. James Rutkowski)
- B. Curriculum and Extra-Curricular Committee Report
 - 1. Curriculum -No items
 - 2. Athletics- No items.
 - 3. Motion by Mr. Christopher Fee, seconded by Mr. William Seibert that the school board grant approval of Mason Cody, College Advisor, Biglerville High School, to be paid under the terms and conditions of employment by Franklin & Marshall College – Pennsylvania College Advising Corps. Discussion held on role of advisor. Motion carried by a roll call vote of 6, "Yes", 0 "No", and 3 "Absent"(Mr. Ronald Ebbert, Mr. Richard Crouse, Mr. James Rutkowski).
- C. Policy review committee report
Motion by Mr. Tom Wilson, seconded by Mr. Christopher Fee that the school board grant approval to move the first read policies to second read and to approve the second readings policies:
 - 1. First Readings
 - a. Policy Number 202 Pupils – Nonresident Students (pages 5.1-5.8)
 - b. Policy Number 218 Pupils – Student Discipline and Conduct Code (pages 5.9-5.11)
 - c. Policy Number 306 Employees – Employment of Summer School Staff (pages 5.12-5.13)
 - d. Policy Number 609 Finances – Investment of District Funds (pages 5.14-5.24)
 - e. Policy Number 827 Operations – Conflict of Interest (pages 5.25-5.28)
 - f. Policy Number 916.1 Community – School Volunteers (pages 5.29-5.32)
 - 2. Second Reading
 - a. Policy Number 247 Pupils – Hazing (pages 5.33-5.35)
 - b. Policy Number 808 Operations – Food Services (pages 5.36-5.38)

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- c. Policy Number 808.1 Operations – Lunch Money (pages 5.39-5.40)
- d. Policy Number 823 Operations – Naloxone (pages 5.41-5.44)

Motion carried by a roll call vote of 6, "Yes", 0 "No", and 3 "Absent"(Mr. Ronald Ebbert, Mr. Richard Crouse, Mr. James Rutkowski).

D. Miscellaneous Agenda Items- No items

- 7. **Old Business** - No items
- 8. **New Business** - No items.

9. **Items of General Information**

A. The school board committee meetings are as follows:

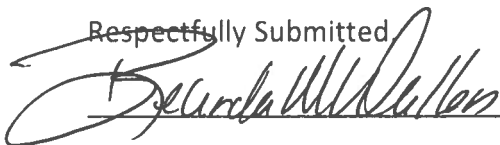
- 1. Curriculum and Extra Curricular Committee – Tuesday, September 6, 2016, 6:30 p.m.
- 2. Business and Operations Committee – Tuesday, September 6, 2016
Upon Completion of the Curriculum & Extra-Curricular Committee Meeting
- 3. Policy Committee Meeting – Thursday, September 1, 2016, 9:00 a.m

B. Regular School Board Meeting – Tuesday, September 20, 2016, 7:00 p.m.

10. **Adjournment**

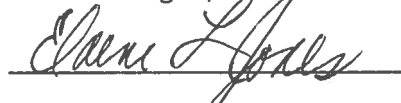
Motion by Mr. Tom Wilson, seconded by Mr. Christopher Fee, that the meeting adjourned at 8:46 p.m. Motion carried by a vote of 6, "Yes", 0 "No", and 3 "Absent"(Mr. Ronald Ebbert, Mr. Richard Crouse, Mr. James Rutkowski).

Respectfully Submitted



Belinda M. Wallen
Business Administrator/Board Secretary

Acknowledged,



Mrs. Elaine Jones
Board President