

Upper Adams School District School Board Minutes
Tuesday, July 12, 2016
Administration Board Room, 7:00pm

Call to Order:

The Upper Adams School Board of Directors met on Tuesday, July 12, 2016, in the Administration Board Room. The Board of Directors began at 6:30 p.m. with an executive session for a personnel matter. The regular school board meeting opened with the Pledge of Allegiance and a moment of silence. The board of directors meeting was called to order at 7:04 p.m. by Mrs. Elaine Jones, President, Board of Directors.

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

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, Mrs. Ann Wolfe, Bendersville Elementary Principal, Mrs. Tina Fair, Human Resource Coordinator, Mr. Charles Stump, and Mr. Jim Hale, Gettysburg Times.

1. **Approval Of Minutes**

- a. June minutes were unavailable for meeting, the approval of June minutes will be at the regular school board meeting in August.

2. **Recognition of Delegate**

- a. Faculty recognition of Ashly Wilkinson and Stephanie Leonard by Gettysburg Times news article.

3. **Public Comment** - No public comment

4. **Correspondence** - No correspondence noted

5. **Treasurer's Report** - All reports were unavailable for meeting, approval of June treasurer reports will be at the regular school board meeting in August.

6. **Reports**

- A. Legislative/PSBA report - Mr. Tony McNevin shared Gov. Wolf has not signed the state budget, the budget passed without his signature. Mr. Wilson shared there is a \$1.6 billion difference and what portion of the state budget program will be cut to come up with the difference. Mr. Wilson stated his concern of the state's inability to come up with the revenue to later take away basic education funding for the local levels. Mr. McNevin additionally covered several highlights of HR bill 1606. Mr. Rutkowski informed the board that PSBA strongly opposes the Charter School Reform HB530.
- B. FRN report - Mrs. Elaine Jones no report noted

- C. LIU Board Report - Dr. Doll stated LIU has been busy with policies with adopting 25 new or revised policies. New officers were elected and the next meeting is Tuesday August 7, 2016 at 7:00pm.
- D. Federal programs - Dr. Anne Corwell shared her excitement that parents through the Title I program have expressed interest and have accepted to go for the first time ever to the conference. UASD will be sending parents to the Title I conference. The Title I budget and state advisory council will be paying for the conference expenses.
- E. Cumberland Perry AVTS - Mr. William Seibert announced the appointment of Dr. Albert Perruli as the new Supervisor of Pupil Services and Asst. Principal. July's meeting was canceled and the next meeting is August 22, 2016. Mr. Seibert was pleased to announce that he has been appointed as CPAVTS as their delegate to represent UASD and CPAVTS.
- F. Fund Advisory Board Report - Canner Fund - Mr. Richard Crouse announce the Canner Fund brochures are available, please share.
- G. Administrative Reports- No reports, a reprieve for the month of July.
- H. Superintendent - Dr. Doll reported there is a lot of building activity and Aramark has been extremely busy cleaning, preparing and repairing for the start of school. The summer migrant program which is nationally recognized program is being held at Biglerville Elementary School and is underway. The program provides a lot of activities for the students being served. . Mr. McNevin inquired as to the number of students and Dr. Doll reported that the migrant program is serving 186 students. Additionally, the soccer camp academy, held at Biglerville Elementary has 76 students participating. Today, while visiting the school, noted seeing the Lions Club representatives were providing free eye exams to student who may not have had access to. Dr. Doll stated that the Administrative symposium is next week. The feasibility study is now finished. CRA representatives will be visiting in the near future to share the results of the study. Dr. Doll commented on UASD Ag Mechanic Student award recognition, the team took 1st place at Penn State. Accolades to the team: Cameron Tuckey, Caleb Swartz, and Jake Grim.
- I. Mrs. Elaine Jones, Board President, reminded all members that the meeting is a combined meeting for the month of July. Should any committee chairs feel discussion is needed before the vote is taken to please do so.

7. **Committee Reports and Action Items**

A. Business and Operations Committee

1. Finance

- a. Motion by Mr. Crouse, seconded by Mr. William Seibert that the Board approve the agreement between Upper Adams School District and the Urban Peripherals, Inc., for the buy back program of Apple computers from Biglerville High School with a quote of \$207,000.00 estimated income from the sale of the computers. Discussion on the sale of computers and Urban Peripherals independence from Apple. Motion carried by a roll call vote of 7, "Yes", 0 "No", and 2 "Absent"(Mr. Christopher Fee and Mr. John Regentin)

- b. Discussion of the replacement of 360 existing older Apple Computers at the Upper Adams Middle School and Elementary Schools by following a similar buy back program as was used for Biglerville High School. During discussion, Mr. Ron Ebbert inquired if the teachers would also be receiving a refresh. Mr. Jim VanDyke, Technology Director, indicated that the staff has had a refresh three years ago. The 16/17 school year would be the fourth year and a projections of seven years is reasonable for staff. Mr. VanDyke suggested that Upper Adams may consider looking into this separately with another plan and address within the next two years for budget planning purposes.
 - c. Motion by Mr. Crouse, seconded by Mr. William Seibert that the Board approve to accept the donation from Utz Quality Food, Inc. of the 1984 Chevrolet P/30 Route Van. Discussion included Dr. Doll thanking Dave Zinn and Anthony Graham for the work put into obtaining the donation and the van. The van donation is replacing a previous Utz van that was declared surplus. The van is a box truck to haul equipment and will be used by FFA, Band, and Maintenance. Motion carried by a vote of 6, "Yes", 1 "No"(Mr. Tom Willson), and 2 "Absent"(Mr. Christopher Fee and Mr. John Regentin)
 - d. Motion by Mr. Crouse, seconded by Mr. William Seibert that the Board approve to accept the estimate from A/V Solutions, LLC, for the surveillance cameras and DVR system for the Biglerville High School and Upper Adams Middle School, for a total cost of \$20,689.02. Discussion on if we obtained bids, have we met legal bidding thresholds of \$19,400.00, therefore, the question to address is if UA is in compliance with processing approval of cost. The motion was withdrawn and tabled, rather off the table motion for administration to ensure compliance is in order.
 - e. Motion by Mr. Crouse, seconded by Mr. Ron Ebbert that the Board approve the Fiber Network Pole Line Relocation Engineering Study with Celerity at the cost of \$9,250.00. Motion carried by a roll call vote of 7, "Yes", 0 "No", and 2 "Absent"(Mr. Christopher Fee and Mr. John Regentin).
2. Personnel
- a. Administration- No items
 - b. Professional
- Motion by Mr. Tom Wilson, seconded by Mr. William Seibert that the school board grant approval of the following professional personnel items 1-4:
- 1). Accept the resignation of Mallory Parker, 2nd Grade Teacher, Biglerville Elementary School, effective June 29, 2016.
 - 2). Advertise for Elementary Teachers as needed.
 - 3). Temporary transfer of Ann Gerlitzki, Elementary Music Teacher, to teach ESL classes for Nicole Koplitz, ESL Teacher, Arendtsville Elementary, who will be on FMLA from August 24-October 7, 2016. A substitute will be obtained from Source4Teachers to replace Ann Gerlitzki.
 - 4). Job description for the Speech and Language Therapist.

Motion carried by a vote of 7, "Yes", 0 "No", and 2 "Absent"(Mr. Christopher Fee and Mr. John Regentin)

c. Classified

Motion by Mr. Tom Wilson, seconded by Mr. Ron Ebbert that the school board grant approval to the following 1-8 agenda items as listed:

- 1). The revised Classified Handbook.
- 2). Hire Brett Smyers, Study Hall Aide, Biglerville High School, 6.5 hours per day, 178 days per year, at a rate of \$100.00 per day, effective August 24, 2016, replacing Jennifer Schoffstall.
- 3). Appoint Tamra Ney, Instructional Assistant, Bendersville Elementary School, 6.25 hours per day, 176 days per year, at her current rate of pay, effective August 24, 2016, replacing Tiffany Hartlaub.
- 4). Post and advertise for Instructional Assistants.
- 5). The updated Job Description for Study Hall Aide.
- 6). Increase the number of days for Kim Cless, Accounting and Food Service Coordinator, from 201 days per year to 261 days per year, effective July 1, 2016.
- 7). Central Office Executive Assistant to Superintendent and Director of Curriculum, Instruction and Assessment to increase hourly wage of \$13.06 to \$15.25. This is a result of additional duties as assigned over the past year.
- 8). Accept the resignation of Sherry Grenchik, Instructional Assistant, Biglerville Elementary School, effective 6/27/2016.

Motion carried by a roll call vote of 7, "Yes", 0 "No", and 2 "Absent"(Mr. Christopher Fee and Mr. John Regentin)

d. Supplemental contracts

Motion by Mr. Tom Wilson, seconded by Mr. Ron Ebbert that the school board grant approval of the following listing of supplemental contracts for 2016-2017 school year as per enclosure

- a). Ashley Wilkinson, Homebound Instruction for Student #2124, \$25.00 per hour
- b). Raymond Nelson, Percussion Instructor, Category III, 1st year, 25%, \$694.75
- c). Carena Guise, Percussion Instructor, Category III, 1st year 12%, \$333.48
- d). Jessica Yourishin, ESY Instruction, \$25 per hour, not to exceed 64 hours.
- e). Sherry Cervantes, ESY Classroom Assistant, \$9.92 per hour, not to exceed 64 hours.
- f). Alisha Aguilar, ESY Classroom Assistant, \$10.55 per hour, not to exceed 64 hours.

Motion carried by a roll call vote of 7, "Yes", 0 "No", and 2 "Absent"(Mr. Christopher Fee and Mr. John Regentin)

e. Other- No items

3. Property

- a. Motion by Mr. William Seibert, seconded by Mr. Ron Ebbert that the school board grant approval to deem the following items as surplus:
- 1). RCA TV Serial #F363CFOEF – Biglerville Elementary
 - 2). Zenith TV Serial #322-33740033 – Biglerville Elementary
 - 3). Panasonic VCR Serial #J3SA30984 – Biglerville Elementary
 - 4). Panasonic VCR Serial #J3SA30981 – Biglerville Elementary
 - 5). Technology Department listing of computer equipment as per the submitted list. Discussion on what happens to computer equipment. Mr. Jim Van Dyke offered the computer equipment often goes to a E-Recycler.

Motion carried by a roll call vote of 7, "Yes", 0 "No", and 2 "Absent"(Mr. Christopher Fee and Mr. John Regentin).

4. Transportation

- a. Motion by Mr. William Seibert, seconded by Mr. James Rutkowski that the school board grant approval for a district bus to transport the BHS Field Hockey Team for an overnight trip to East Stroudsburg University on July 24, 2016, and for a district bus to bring them back to BHS on July 27, 2016.

Motion carried by a roll call vote of 7, "Yes", 0 "No", and 2 "Absent"(Mr. Christopher Fee and Mr. John Regentin).

B. Curriculum and Extra-Curricular Committee Report

1. Curriculum

- a. Motion by Mr. James Rutkowski, seconded by Mr. Thomas Wilson that the school board grant approval of the Research Study Agreement between McGraw-Hill Education School Group and the Upper Adams School District for the 2016-2017 school year. Discussion on privacy and any concerns on teacher obligations. Mr. Joe Albin, Director of Curriculum shared that the research meets curriculum criteria, McGraw Hill will use student data, Dibels, and new series includes own benchmark. From participation, UA will be receiving professional development plus two years of free consumables. Mr. Albin shared teachers obligations include a small collection of data. Motion carried by a vote of 7, "Yes", 0 "No", and 2 "Absent"(Mr. Christopher Fee and Mr. John Regentin).

2. Athletics

Motion by Mr. James Rutkowski, seconded by Mr. Thomas Wilson that the school board grant approval of the following items:

- a. Fall 2016-2017 Coaches as per the attached listing.
- b. The Letter of Agreement for Health Care Services between Upper Adams School District and WellSpan Adams/Cumberland Family Medicine for student physicals at \$15 per student and sports physicals at \$20.00 per

physical/certification for the 2016-2017 sports season. This agreement excludes the sports physicals scheduled for July 14, 2016; they will remain at the previous cost of \$15.00 per physical/certification.

Motion carried by a roll call vote of 7, "Yes", 0 "No", and 2 "Absent"(Mr. Christopher Fee and Mr. John Regentin).

3. Motion by Mr. James Rutkowski, seconded by Mr. Thomas Wilson that the school board grant approval of the following other student activities:
 - a. The Memorandum of Understanding between Upper Adams School District and PathStone in regards to the transition of children and their families from PathStone, Child and Family Development Services into the public school system. (page 5.1)
 - b. The ten (10) day foreign trip to Germany, Italy, and Switzerland offered through EF Educational Tours scheduled for May, 2018, with group leader, Lisa Harman, Art Teacher, Biglerville High School.

Motion carried by a vote of 7, "Yes", 0 "No", and 2 "Absent"(Mr. Christopher Fee and Mr. John Regentin).

C. Policy review committee report

1. First Reading: No Policies
2. Second Reading - Motion by Mr. Ron Ebbert, seconded by Mr. Thomas Wilson that the school board grant approval of the following policies:
 - a. Policy Number 615 Finances – Payroll Deductions (page 6.1)
 - b. Policy Number 626 Finances - Federal Fiscal Compliance (pages 6.2-6.37)
 - c. Policy Number 626.1 Finances – Travel Reimbursement Federal Programs (pages 6.38-6.39)
 - d. Policy Number 713 Property – Video Camera Surveillance (pages 6.40-6.42)
 - e. Policy Number 828 Operations – Fraud (pages 6.43-6.45)
3. Note next Policy Committee meeting scheduled for Thursday, August 11, 2016, at 9:00 a.m. in the boardroom.

Motion carried by a vote of 7, "Yes", 0 "No", and 2 "Absent"(Mr. Christopher Fee and Mr. John Regentin).

D. Miscellaneous Agenda Items

1. Motion by Mr. Thomas Wilson, seconded by Mr. Ron Ebbert that the school board grant approval of the proposed 2017 School Board Calendar. Motion carried by a vote of 7, "Yes", 0 "No", and 2 "Absent"(Mr. Christopher Fee and Mr. John Regentin).

4. **Payment Of Bills**

- a. Motion by Mr. Ron Ebbert, seconded by Mr. William Seibert, to approve the payment of bills as per the agenda. Motion carried by a roll call vote of 6, "Yes", 0

“No”, 1 “Abstain” (Mr. James Rutkowski, as his spouse is a recipient vendor) and 2 “Absent”(Mr. Christopher Fee and Mr. John Regentin).

7. **Old Business** - Revisit to agenda Item ID.
 1. Motion by Richard Crouse, seconded by Mr. William Seibert that the school board approve to accept the estimate from A/V Solutions, LLC, for the surveillance cameras and DVR system for the Biglerville High School and Upper Adams Middle School, for a total cost of \$20,689.02. Discussion on the estimate. The estimate properly meets bid expectations utilizing CoStars contract. CoStars allows school districts to piggyback on the pre-bid process that AV Solutions is listed as a CoStars vendor. Motion carried by a roll call vote of 7, “Yes”, 0 “No”, and 2 “Absent”(Mr. Christopher Fee and Mr. John Regentin).

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 – August 2, 2016, 6:30 p.m.
 2. Business and Operations Committee – August 2, 2016,
Upon Completion of the Curriculum & Extra-Curricular Committee Meeting
 3. Policy Committee Meeting – July 14, 2016, 9:00 a.m.
- August 11, 2016, 9:00 a.m.
 - B. Regular School Board Meeting – Tuesday, August 16, 2016, 7:00 p.m.

10. **Adjournment**

Motion by Mr. Ronald Ebbert, seconded by Mr. Tom Wilson, that the meeting adjourned at 8:28 p.m. Motion carried by a vote of 7, “Yes”, 0 “No”, and 2 “Absent”(Mr. Christopher Fee and Mr. John Regentin).

Respectfully Submitted,



Belinda M. Wallen
Business Administrator/Board Secretary

Acknowledged,



Mrs. Elaine Jones
Board President