

Revised
UPPER ADAMS SCHOOL DISTRICT
BIGLERVILLE, PENNSYLVANIA
REGULAR BOARD MEETING
SCHOOL BOARD
TUESDAY, July 12, 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. APPROVAL OF MINUTES
 - A. Regular Board Meeting, June 21, 2016 (unavailable for meeting)
- VI. RECOGNITION OF DELEGATIONS
 - A. No items
- VII. PUBLIC COMMENT
- VIII. CORRESPONDENCE – President – Elaine Jones
 - A. No items
- IX. TREASURER’S REPORT – Richard Crouse
 - A. Financial Report Ending June 30, 2016 (unavailable for meeting)
 - B. Cafeteria Report Ending June 30, 2016 (unavailable for meeting)
 - C. Student Council Sub Accounts June 30, 2016 (unavailable for meeting)
 - D. Student Accounts Report June 30, 2016 (unavailable for meeting)
 - E. Principal’s Account June 30 2016 (unavailable for meeting)
- X. 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
 - H. Superintendent Report – Wesley Doll
- XI. COMMITTEE REPORTS AND ACTION ITEMS
 - A. BUSINESS AND OPERATIONS COMMITTEE
 1. FINANCE – Richard Crouse - Chairperson
 - a. ****Recommend approval** of 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. (pages 2.1-2.4)

- 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.
- c. ****Recommend approval** to accept the donation from Utz Quality Food, Inc. of the 1984 Chevrolet P/30 Route Van. (pages 2.5-2.7)
- d. ****Recommend approval** 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. (page 2.8)
- e. ****Recommend approval of the Fiber Network Pole Line Relocation Engineering Study with Celerity at the cost of \$9,250.00.**

2. PERSONNEL – John Regentin - Chairperson

a. *ADMINISTRATION*

- 1). No items

b. *PROFESSIONAL*

- 1). ****Recommend approval** to accept the resignation of Mallory Parker, 2nd Grade Teacher, Biglerville Elementary School, effective June 29, 2016.
- 2). ****Recommend approval** to advertise for Elementary Teachers as needed.
- 3). ****Recommend approval** for a 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). ****Recommend approval of the job description for the Speech and Language Therapist.**

c. *CLASSIFIED*

- 1). ****Recommend approval** of the revised Classified Handbook.
- 2). ****Recommend approval** to 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). ****Recommend approval** to 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). ****Recommend approval** to post and advertise for an Instructional *Assistants*.
- 5). ****Recommend approval** of the updated Job Description for Study Hall Aide. (pages 3.1-3.2)
- 6). ****Recommend approval** to 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). ****Recommend approval** for 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). ****Recommend approval to accept the resignation of Sherry Grenchik, Instructional Assistant, Biglerville Elementary School, effective 6/27/2016.**

d. *SUPPLEMENTAL CONTRACTS*

- 1). ****Recommend approval** of the following supplemental contracts for the 2015-2016 school year:
 - a). Ashly Wilkinson, Homebound Instruction for Student #2124, \$25.00 per hour

2). ****Recommend approval** of the following supplemental contracts for the 2016-2017 school year:

- a). Raymond Nelson, Percussion Instructor, Category III, 1st year, 25%, \$694.75
- b). Carena Guise, Percussion Instructor, Category III, 1st year 12%, \$333.48
- c). Jessica Yourishin, ESY Instruction, \$25 per hour, not to exceed 64 hours*
- d). Sherry Cervantes, ESY Classroom Assistant, \$9.92 per hour, not to exceed 64 hours*
- e). Alisha Aguilar, ESY Classroom Assistant, \$10.22 per hour, not to exceed 64 hours*

e. *OTHER*

1). No items

3. PROPERTY – Bill Seibert – Chairperson

a. ****Recommend approval** to declare as surplus the following items:

- 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

b. ****Recommend approval** to declare as surplus from the Technology Department the listing of computer equipment as per the submitted list.

4. TRANSPORTATION – Bill Seibert – Chairperson

a. ****Recommend approval** for a district bus to transport the BHS *Field* Hockey Team to East Stroudsburg University on July 24, 2016, and for a district bus to bring them back to BHS on July 27, 2016.

B. CURRICULUM AND EXTRA-CURRICULAR COMMITTEE REPORT

1. CURRICULUM – Christopher Fee – Chairperson

a. ****Recommend approval** of the Research Study Agreement between McGraw-Hill Education School Group and the Upper Adams School District for the 2016-2017 school year.

2. ATHLETICS – Christopher Fee – Chairperson

- a. ****Recommend approval** of Fall 2016-2017 Coaches as per the attached listing (page 4.1)
- b. ****Recommend approval** of 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.*

3. OTHER STUDENT ACTIVITIES – Christopher Fee – Chairperson

- a. ****Recommend approval** of 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. ****Recommend approval** of the *tem (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.*

C. POLICY REVIEW COMMITTEE REPORT – Ron Ebbert, Chairperson

1. First Reading:
 - a. No policies
2. Second Reading:
 - 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)

D. MISCELLANEOUS AGENDA ITEMS – President – Elaine Jones

1. ****Recommend approval** of the proposed 2017 School Board Calendar. (page 7.1)

XII. PAYMENT OF BILLS (pages 8.1-8.9)

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 – 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 4, 2016, 9:00 a.m.

- B. Regular School Board Meeting – Tuesday, August 16, 2016, 7:00 p.m.

XVI. ADJOURNMENT