

Upper Adams School District School Board Minutes
Tuesday, June 21, 2016
Administration Board Room, 7:00pm

Call to Order:

The Upper Adams School Board of Directors met on Tuesday, June 21, 2016, in the Administration Board Room. The Board of Directors began at 6:30 p.m. with an executive session for a personnel and student 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 7:07 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. Christopher Fee, Mr. Anthony (Tony) McNevin, Mr. John Regentin, Mr. William Seibert, and Mr. Thomas Wilson III. Absent: 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, Mr. Dave Zinn, UAMS Principal, Mr. Jamie Kerstetter, Biglerville Elementary 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. Motion by Mr. Thomas Wilson, seconded by Mr. William Seibert that the school board approve the minutes: Regular Board Meeting, May 17, 2016, and Special Board Meeting, June 7, 2016. Motion carried by a vote of 8, "Yes", 0 "No", and 1 "Absent" (Mr. James Rutkowski)

2. Recognition of Delegate

- a. Faculty recognition by PMEA awards, Mrs Jamie Cope for 32 years and Georgia Hollabaugh for 27 years.
- b. 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.

3. Public Comment

- a. Mr. Chuck Stump provided his personal view on the budget with a short recap covering the long budget process, expectations on how the budget vote will occur, the salary increases, and taxpayers are again receiving another tax increase Mr. Stump stated he felt as if administration was pre-occupied with state impasse to miss the exception deadline otherwise the district would have reserved the right to exceed the index by law. Mr. Stump continues to agree with a former board member who served to vote no on tax increases and he continues to support the former member's position.
- b. Mrs. Elaine Jones, Board President stated no board comment or response will be provided at this time.

4. **Correspondence**

- a. Mrs. Elaine Jones noted a thank you card was received from Larry Kennedy and the availability of the Cumberland Perry Area Vocational Technical School Opportunities Unlimited Brochure.

5. **Treasurer's Report**

- b. Motion by Mr. Richard Crouse, seconded by Mr. Christopher Fee that the school board approve the Treasurer's and Financial Reports, items A through E, as listed on the agenda Motion carried by a vote of 8, "Yes", 0 "No", and 1 "Absent" (Mr. James Rutkowski).

6. **Reports**

- A. Legislative/PSBA report - Mr. Tony McNevin shared PASA's state of affairs covering: School consolidation is under consideration within the next 12 months. Mentioned the state phone-in seeking support to increase state funding. The Basic Education funding formula is new, to drive out more appropriation but the question will be on how much money will be prorated as new dollars. The Philadelphia report stated that to adequately fund education the state would need \$3.2 billion dollars. Mr. McNevin stated the House and Senate are to meet to further investigate an internet based, E-Learning education system.
- B. FRN report - Mrs. Elaine Jones reported that John King, Secretary to Education is testifying on how to implement the new ESSAct. NSBA in discussions on public politics whereas democrats supporting education as a priority.
- C. LIU Board Report - Dr. Doll stated next meeting is June 28, 2016 at 7:00pm.
- D. Federal programs - Mr. Joe Albin stated that he and Dr. Anne Corwell met with Mr. Fry, Federal Programs Regional Director, to review our Title I, II, and III applications. UASD may be increasing Title I funds approx \$18,000 from prior year. Title II funds are anticipated to remain the same and Title III consortium dollars will be slightly lower than prior year. Award notifications will be forthcoming.
- E. Cumberland Perry AVTS - Mr. William Seibert announced the resignation of Frank Flematti as he will be the new Gettysburg Tech Director.
- F. Fund Advisory Board Report - Canner Fund - Mr. Richard Crouse provided an update via a Board presentation covering Canner Fund performance , distributions, and two new scholarships.
- G. Administrative Reports-
 - a. Mr. Dave Zinn announced recap of the end of year awards and the potential of receiving a used Utz route van as a donation.
 - b. Mr. Joe Albin announced the teachers are in summer professional development.
 - c. Mrs. Ann Wolfe provide the board a recap of summer task in preparation for the start of school.
 - d. Mr. Jamie Kerstetter states Biglerville Elementary is busy this time of year. There is summer migrant program and soccer camp.

- H. Superintendent - Dr. Doll stated the school calendar is on the district website. Several activities and meetings continue throughout the summer months. June 10th meeting with the Legislatures went very well as Representative Tallman, Moul and Alloway were present. Dr. Doll briefly stated DAO construction on hold, UASD will rebid this winter and aim for the summer of 2017 as completion. A reminder there is only one Board meeting in the month of July. In the Board folder is the classified handbooks that UASD will be seeking approval, as this was a needed overhaul, the last one was dated 2009. This summer will also provide the ability to install the cameras through the secondary campus. Aramark is assisting with installing the wiring and the purchase of cameras will be from AV Solutions. Dr. Doll also mentioned in the near future the Board will be looking at deeming the apple laptops as surplus, approve a vendor to purchase, to take possession of our first lease arrangement and consider a secondary lease arrangement to outfit the middle school and elementaries.

7. Committee Reports and Action Items

A. Business and Operations Committee

1. Finance - Motion by Mr. Richard Crouse, seconded by Mr. Christopher Fee that the Board approve items a - d as listed:
 - a. Fiber Optic Cable Maintenance and Emergency Services annual contract with Celerity in the amount of \$3,600.00 for the contract year of 7/1/2016.
 - b. Biglerville Elementary Boiler Heat Exchanger replacement-Boiler 1, quote from M & M Heating & Cooling, LLC, in the amount of \$16,870.00.
 - c. Memorandum of Understanding renewal from PathStone between Adams County Field of Dreams referred to as "Migrant Head Start Program" and the Upper Adams School District for the period of 7/09/2016 to 7/09/2017.
 - d. Agreement for PowerSchool Services between Capital Area Intermediate Unit (CAIU) and the Upper Adams School District in the amount of \$23,128.00 for the period of 7/1/2016 to 6/30/2017.

Motion carried by a roll call vote of 8, "Yes", 0 "No", and 1 "Absent"(Mr. James Rutkowski)

- e. Motion by Mr. Richard Crouse, seconded by Mr. William Seibert that the school board grant approval of the final 2016-2017 Budget and Resolution with a real estate tax rate of 13.6655, which represents the 3.3% increase allowed by law.2016. Motion carried by a roll call vote of 8, "Yes", 0 "No", and 1 "Absent"(Mr. James Rutkowski).

Motion by Mr. Richard Crouse, seconded by Mr. Tony McNevin that the Board approve items f - k as listed:

- f. The contract with River Rock Academy for the 2016-2017 school year for two (2) student slots, Spring Grove Campus, at a per diem rate of \$115.36 for a total annual cost of \$42,683.20.
- g. The 2016-2017 HUB International Insurance renewal premiums with PSBA of \$162,868.00. Expiring premium was \$159,157.00. Renewal covers Property and Casualty, Student Accident, School Leaders Liability, Package Renewal, Auto and Equipment Breakdown. Discussion was held, as Mrs. Wallen, provided an update to the renewal premium of \$147,086. Mrs. Wallen recommended that the revised premium be reflected as \$ 147,086.
- h. The Business Administrator to make any necessary budgetary transfers and assignment of fund balance in accordance with the annual financial audit.
- i. The Lincoln Intermediate Bids for the 2016-2017 school year in the amount of \$58,925.06 which represents a decrease of 21.2% from the 2015-2016 school year.
- j. The Service Reimbursement Agreement between the Upper Adams School District and the Biglerville Police Department for as needed services utilizing the same terms and provisions as the July 2, 2013, agreement.
- k. The agreement between Upper Adams School District and TrueNorth Wellness Services for the School Based Counseling and Intervention Program for the 2016-2017 school year at the cost of \$11,788.72.

Motion with update in insurance renewal premium in item g. was carried by a roll call vote of 8, "Yes", 0 "No", and 1 "Absent"(Mr. James Rutkowski)

2. PERSONNEL

a. Administration-

1. Motion by Mr. John Regentin, seconded by Mr. Christopher Fee that the Board approve the Upper Adams School District administrative salary increases for the 2016-2017 school year. Discussion on criteria, cola and that no cola is applied, value is based on the agreement, performance goals, and on the evaluation of the administrator. The increase was budgeted for 2016-2017 and the total increase is \$30,000 for 10 administrators. Which represents a 3% increase. Motion carried by a roll call vote of 8, "Yes", 0 "No", and 1 "Absent"(Mr. James Rutkowski)
2. Motion by Mr. John Regentin, seconded by Mr. William Seibert that the Board approve to remove "Acting" from the Principal position for Arendtsville Elementary School. Motion carried by a vote of 8, "Yes", 0 "No", and 1 "Absent"(Mr. James Rutkowski)

b. Professional

Motion by Mr. John Regentin, seconded by Mr. Christopher Fee that the school board grant approval of the following professional personnel items 1-3:

- 1). Professional Staff reassignments effective the 2016-2017 school year:
 - a). Kerry McCleaf from 6th grade, Bendersville Elementary, to 4th grade, Bendersville Elementary
 - b). Robyn Swatsburg from 3rd grade, Biglerville Elementary, to 1st grade, Biglerville Elementary
- 2). Grant the following teachers tenure:
 - a). Nicole Koplitz, ESL Teacher, Arendtsville Elementary School
 - b). Shelley Kump, 5th Grade Teacher, Arendtsville Elementary School
 - c). Kathleen Fair, 1st Grade Teacher, Biglerville Elementary School
 - d). Linde Miller, Kindergarten Teacher, Biglerville Elementary School
 - e). Zach Ramsey, Gifted Teacher, Upper Adams Middle School
 - f). Jessica Shive, Learning Support Teacher, Upper Adams Middle School
- 3). Post and advertise for a Math/Science Teacher (new position at Biglerville High School).

Motion carried by a vote of 8, "Yes", 0 "No", and 1 "Absent"(Mr. James Rutkowski)

c. Classified

Motion by Mr. John Regentin, seconded by Mr. William Seibert that the school board grant approval to the following 1-7 agenda items as listed:

- 1). Classified substitute listing:
 - a). Michelle Zimmerman, retro-active to 5/24/2016
 - b). Rebecca Brinkley, retro-active to 5/19/2016
- 2). Upper Adams School District classified staff wage increases for the 2016-2017 school year.
- 3). Lori Vaughn, Instructional Assistant to move from Biglerville Elementary to Bendersville Elementary due to class sizes.
- 4). Updated job description for the Administrative Assistant for Business Affairs.
- 5). Updated job description for the Administrative Assistant for the Business Administrator.
- 6). Updated job description for the Food Services Coordinator.
- 7). Reduce hours for Nallely Acosta-Solalinde from 4 hours per day, ESL

Instructional Assistant to 3 hours per day, retro-active to April 25, 2016

Motion carried by a vote of 8, "Yes", 0 "No", and 1 "Absent"(Mr. James Rutkowski)

d. Supplemental contracts

Motion by Mr. John Regentin, seconded by Mr. Christopher Fee that the school board grant approval of the listing of supplemental contract for 2016-2017 school year as per enclosure and the supplemental contract for Greyson Norcross, Senior Awards Coordinator, \$500.00

Motion carried by a roll call vote of 8, "Yes", 0 "No", and 1 "Absent"(Mr. James Rutkowski)

e. Other

Motion by Mr. John Regentin, seconded by Mr. Christopher Fee that the school board grant approval on the following other items:

1. Volunteer listing:

- a). Jamie Cook, Biglerville Elementary
- b). Tom Biesecker, Bendersville Elementary, retro-active to 5/19/2016
- c). Evelyn Ayres, Biglerville High School
- d). Michael Johnson, Biglerville Elementary

2. Marching Band Instructors to be paid by the Band Boosters:

- a). Jasmine Smith
- b). Michael Inman
- c). Gloria Norcross
- d). Greyson Norcross
- e). Graylyn Serafy

3. Permission for the Superintendent to post, advertise and hire, as well as, accept resignations and retirements for classified and professional staff during the months of June, July and August, 2016.

4. Approval of the following contracted staff for Aramark:

- a). James Landis, retro-active to 5/02/2016
- b). Connie Baker, retro-active to 5/02/2016
- c). Wendy Hartman, retro-active to 5/02/2016

5). Approval of the updated information to be provided to the Pennsylvania School District Information System, EdNav2, for the Pennsylvania Department of Education.

Motion carried by a roll call vote of 8, "Yes", 0 "No", and 1 "Absent"(Mr. James Rutkowski)

3. Property

a. Motion by Mr. William Seibert, seconded by Mr. John Regentin that the school board grant approval to deem the following items as surplus:

- 1). Listing of Televisions and VCRs from Arendtsville Elementary
- 2). Listing of Library Books from Arendtsville Elementary
- 3). Listing of Televisions and VCRs from Bendersville Elementary (page 6.1)
- 4). Listing of Laptop Computers from Biglerville High School

Discussion on computer buyback and surplus items

Motion carried by a vote of 8, "Yes", 0 "No", and 1 "Absent"(Mr. James Rutkowski)

4. Transportation

a. Motion by Mr. William Seibert, seconded by Mr. Thomas Wilson that the school board grant approval to move the bus stop on Slatersville Road to the end of Slatersville Road where it meets Wenksville Road at the recommendation of the Pennsylvania State Police after a bus stop inspection.

Motion carried by a vote of 8, "Yes", 0 "No", and 1 "Absent"(Mr. James Rutkowski)

B. Curriculum and Extra-Curricular Committee Report

1. Curriculum

Motion by Mr. Christopher Fee, seconded by Mr. Thomas Wilson that the school board grant approval on the following items:

- a. The End-of-Course Skills Test Driver Instructor Certification/ Recertification and letter for Perry L. Smith Driving School, LLC, to administer the End-of- Course Skills Test for Biglerville High School for the 2016-2017 school year.
- b. The Textbook Listing for 2016-2017 as presented to the board at committee meeting.

Motion carried by a vote of 8, "Yes", 0 "No", and 1 "Absent"(Mr. James Rutkowski)

Motion by Mr. Christopher Fee, seconded by Mr. Tony McNevin that the school board grant approval for tuition waiver for Student Number 3280. Roll call, motion failed by a vote of 2, "Yes"(Mrs. Elaine Jones and Mr. John Regentin), 6 "No"(Mr. Richard Crouse, Mr. Ronald Ebbert, Mr. Christopher Fee, Mr. Tony McNevin, Mr. William Seibert, and Mr. Thomas Wilson) , and 1 "Absent"(Mr. James Rutkowski)

2. Athletics

Motion by Mr. Christopher Fee, seconded by Mr. Thomas Wilson that the school board grant approval of the following coaches:

- a. Summer, 2016 -Brett Smyers, Summer SAQ Coordinator, Category VI, Year 2-\$1,443.00
- b. Winter, 2016-2017- Kenneth Haines, Head Varsity Wrestling, Category 1, Year 2-\$5,152.00

Motion carried by a roll call vote of 8, "Yes", 0 "No", and 1 "Absent"(Mr. James Rutkowski)

3. Motion by Mr. Christopher Fee, seconded by Mr. William Seibert that the school board grant approval of the following other student activities:

- a. Accept the US Flag from Scott and Barb Howell in honor of their son, Logan, to be hung in the North Gym. Discussion on recognition before Board before Logan's deployment in September as well as to duly note the administer the correct method on disposal of flag.
- b. Adoption of Policies and Procedures for the IDEA application submission with the Lincoln Intermediate Unit #12.

Motion carried by a roll call vote of 8, "Yes", 0 "No", and 1 "Absent"(Mr. James Rutkowski)

4. Motion by Mr. Christopher Fee, seconded by Mr. Ronald Ebbert that the school board grant approval early admission of a Kindergarten student for the 2016-2017 school year. Motion carried by a roll call vote of 8, "Yes", 0 "No", and 1 "Absent"(Mr. James Rutkowski)

C. Policy review committee report

1. First Reading:
 - a. Policy 615 Finances – Payroll Deductions (page 7.1)
 - b. Policy 626 Finances – Federal Fiscal Compliance (pages 7.2-7.37)
 - c. Policy 626.1 Finances – Travel Reimbursement Federal Programs (pages 7.38-7.39)
 - d. Policy 713 Property – Video Camera Surveillance (pages 7.40-7.42)
 - e. Policy 828 Operations - Fraud (pages 7.43-7.45)
2. Second Reading:
 - a. Policy Number 315 Administrative Employees – Disqualification by Reason of Health – DELETE (pages 7.46-7.47)
 - b. Policy Number 415 Professional Employees – Disqualification by Reason of Health – DELETE (pages 7.48-7.49)
 - c. Policy Number 515 Classified Employees – Disqualification by Reason of Health – DELETE (pages 7.50-7.51)
 - d. Policy Number 810 Operations – Transportation (pages 7.52-7.57)
 - e. Policy Number 824 Operations – Maintaining Professional Adult/Student Boundaries (pages 7.58-7.63)

Motion by Mr. Ronald Ebbert, seconded by Mr. Tony McNevin that the school board move the first reading policies to the second reading and the second reading policies for a vote. Motion carried by a vote of 8, “Yes”, 0 “No”, and 1 “Absent”(Mr. James Rutkowski)

3. Note next Policy Committee meeting scheduled for Thursday, July 14, 2016, at 9:00 a.m. in the boardroom.

4. **Payment Of Bills**

- a. Motion by Mr. Christopher Fee, seconded by Mr. Ronald Ebbert, to approve the payment of bills as per the agenda. Motion carried by a vote of 8, “Yes”, 0 “No”, and 1 “Absent”(Mr. James Rutkowski)

7. **Old Business** - No old business to report.

8. **New Business** - Board discussion on types of agendas, style of agenda, and on creating a consent agenda, and amended motions if grouping motions on consent. Bob McQuide offered insight and how the Board can bundle items and whereas one person can request for an item to be pulled from consent if in fact further discussion

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is needed on that particular topic. The Board decided that this topic is suited for further discussion.

9. **Items of General Information**

A. The school board committee meetings are as follows:

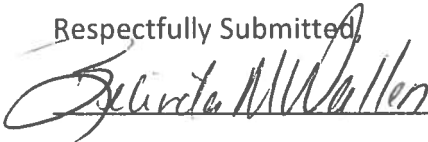
1. Curriculum and Extra Curricular Committee – No Scheduled July Meeting
2. Business and Operations Committee –No Scheduled July Meeting
3. Policy Committee Meeting – June 14, 2016, 9:00 a.m.

B. Regular School Board Meeting – Tuesday, July 12, 2016, 7:00 p.m.

10. **Adjournment**

Motion by Mr. Ronald Ebbert, seconded by Mr. Christopher Fee, that the meeting adjourned at 8:40 p.m. Motion carried by a vote of 8, "Yes", 0 "No", and 1 "Absent"(Mr. James Rutkowski)

Respectfully Submitted,



Belinda M. Wallen
Business Administrator/Board Secretary

Acknowledged,



Mrs. Elaine Jones
Board President