

**\*\*Revised**

**UPPER ADAMS SCHOOL DISTRICT  
BUSINESS & OPERATIONS COMMITTEE  
Tuesday, June 7, 2015**

**I. PROPERTY—Bill Seibert**

<b>ITEM</b>	<b>ACTION</b>	<b>PERSON RESPONSIBLE</b>
A. Declare as surplus the following Items:	Recommend Approval	Ann Wolfe
1). Listing of Televisions and VCRs from Bendersville Elementary School		
2). Listing of Televisions and VCRs from Arendtsville Elementary School		
3). Listing of Library Books from Arendtsville Elementary School		

**II. TRANSPORTATION—Bill Seibert**

<b>ITEM</b>	<b>ACTION</b>	<b>PERSON RESPONSIBLE</b>
A. <i>**At the recommendation of the Pennsylvania State Police after a bus stop inspection, move the bus stop on Slatersville Road to the end of Slatersville Road where it meets Wenksville Road.</i>	<i>Recommend approval</i>	<i>Jim VanDyke</i>

**III. FINANCE—Richard Crouse**

<b>ITEM</b>	<b>ACTION</b>	<b>PERSON RESPONSIBLE</b>
A. Fiber Optic Cable Maintenance and Emergency Services annual contract with Celerity in the amount of 3,600.00 for the contract year of 7/1/2016-6/30/2017.	Recommend approval	Jim VanDyke Belinda Wallen
B. Biglerville Elementary Boiler Heat Exchanger replacement-Boiler 1, quote from M & M Heating & Cooling, LLC, in the amount of \$16,870.00.	<b>**Recommend approval</b>	<i>Wesley Doll</i> Belinda Wallen
C. <i>**Potential water testing for Biglerville Elementary School.</i>	<i>Discussion</i>	<i>Wesley Doll</i>
D. 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 07/09/2016 to 07/09/2017.	Recommend approval	Wesley Doll Belinda Wallen

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| E. | Agreement for PowerSchool Services between Capital Area Intermediate Unit (CAIU) and the Upper Adams School District in the amount of \$23,128.00 annually for the period of 7/1/2016-6/30/2017  | Recommend approval        | Jim VanDyke                            |
| F. | **Final 2016-2017 Budget and Resolution with a real estate tax rate of <i>13.6655</i> , which represents the <i>3.3%</i> increase allowed by law.  | Recommend approval        | Belinda Wallen                         |
| G. | <i>**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.</i>   | <i>Recommend approval</i> | <i>Belinda Wallen<br/>Anne Corwell</i> |
| H. | <i>**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.</i> | <i>Recommend approval</i> | <i>Belinda Wallen</i>                  |
| I. | <i>**Approval for the Business Administrator to make any necessary budgetary transfers and assignment of fund balance in accordance with the annual financial audit.</i>   | <i>Recommend approval</i> | <i>Belinda Wallen</i>                  |
| J. | <i>**Lincoln Intermediate Bids for the 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.</i>  | <i>Recommend approval</i> | <i>Belinda Wallen</i>                  |

**IV. PERSONNEL—John Regentin**

<u>ITEM</u>	<u>ACTION</u>	<u>PERSON RESPONSIBLE</u>
A.	Add the following individuals to the classified substitute listing:	Belinda Wallen
	1). Michelle Zimmerman, retro-active to 5/24/2016	
	2). Rebecca Brinkley, retro-active to 5/19/2016	

- B. Add the following individuals to the volunteer listing: Recommend approval Belinda Wallen
- 1). Jamie Cook, Biglerville Elementary
  - 2). Tom Biesecker, Bendersville Elementary, retro-active to 5/19/2016
  - 3). Evelyn Ayres
- C. Supplemental Contracts for the 2016-2017 school year: Recommend approval Belinda Wallen
- 1). Jamie Cope, Secondary Band Director, Category I, 5+ years, \$5,752.00
  - 2). Georgia Hollabaugh, Assistant Marching Band Director, Category II, 5+ years, 70%, \$2,737.70
  - 3). Tim Newlin, Assistant Marching Band Director, Category II, 2nd year, 30%, \$1,038.30
  - 4). **\*\*Shawn Space, Color Guard Instructor, Category III, 5+ years, \$3,279.00**
  - 5). Quaid Swiger, Percussion Instructor, Category III, 5+ years, 25%, \$819.75
  - 6). Dawn Heilman, Percussion Instructor, Category III, 2nd year, 25%, \$726.00
  - 7). Tim Newlin, Drill Designer, \$1,503.00
  - 8). **\*\*Georgia Hollabaugh, Elementary Band Director, Category V, 5+ years, \$1,841.00**
  - 9). **\*\*Ann Gerlitzki, Elementary Chorus Director, Grandfathered, \$1,505.00**
  - 10). **\*\*Juanita Gardner, 12th Grade Co-advisor, Category IX, 5+ years, 50%, \$604.00**
  - 11). **\*\*Laura Fritz, 12th Grade Co-advisor, Category IX, 4th year, 50%, \$591.50**
  - 12). **\*\*Kara Tesoriero, 11th Grade Co-advisor, Category VII, 2nd year, 50%, \$687.00**
  - 13). **\*\*Kirstie Smith, 11th Grade Co-advisor, Category VII, 2nd year, 50%, \$687.00**
  - 14). **\*\*Danielle Cramer, 10th Grade Co-advisor, Category IX, 2nd year, 50%, \$566.50**
  - 15). **\*\*Kathleen Zimmerman, 10th Grade Co-advisor, Category IX, 2nd year, 50%, \$566.50**
  - 16). **\*\*Theresa Hardman, 9th Grade Co-advisor, Category IX, 1st year, 50%, \$554.00**
  - 17). **\*\*Danielle Horner, 9th Grade Co-advisor, Category IX, 1st year, 50%, \$554.00**
- D. **\*\*Supplemental Contracts for 2015-2016 school year:** Recommend approval Belinda Wallen
- 1). **Greyson Norcross, Senior Awards Coordinator, \$500.00**
- E. Marching Band Instructors to be paid by the Band Booster: Recommend approval Belinda Wallen
- 1). Jasmine Smith
  - 2). Michael Inman
  - 3). Gloria Norcross
  - 4). Greyson Norcross
  - 5). Graylyn Serafy
- F. Upper Adams School District Administrative salary increases for the 2016-2017 school year. Recommend approval Belinda Wallen
- G. Classified staff wage increases for the 2016-2017 school year. Recommend approval Belinda Wallen

H. Grant permission to 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. Recommend approval Belinda Wallen

I. Professional Staff Reassignments effective the 2016-2017 school year: Recommend approval Belinda Wallen

- 1). Kerry McCleaf from 6<sup>th</sup> grade, Bendersville Elementary to 4<sup>th</sup> Grade, Bendersville Elementary
- 2). Robyn Swatsburg from 3<sup>rd</sup> grade, Biglerville Elementary to 1<sup>st</sup> Grade, Biglerville Elementary

J. Grant tenure to the following teachers Recommend approval Belinda Wallen

- 1). Nicole Koplitz, ESL Teacher, Arendtsville Elementary School
- 2). Shelley Kump, 5<sup>th</sup> Grade Teacher, Arendtsville Elementary School
- 3). Kathleen Fair, 1<sup>st</sup> Grade Teacher, Biglerville Elementary School
- 4). Linde Miller, Kindergarten Teacher, Biglerville Elementary School
- 5). Zach Ramsey, Gifted Teacher, Upper Adams Middle School
- 6). Jessica Shive, Learning Support Teacher, Upper Adams Middle School

K. **\*\*Lori Vaughn, *Instructional*** Assistant to move from Biglerville Elementary to Bendersville Elementary due to *class sizes*. Recommend approval Belinda Wallen

L. **\*\**Updated Job Description for the Administrative Assistant for Business Affairs.*** Recommend approval Belinda Wallen

M. **\*\**Updated Job Description for the Administrative Assistant for the Business Administrator.*** Recommend approval Belinda Wallen

N. **\*\**Updated Job Description for the Food Services Coordinator.*** Recommend approval Belinda Wallen

**V. Other**

<b>ITEM</b>	<b>ACTION</b>	<b>PERSON RESPONSIBLE</b>
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A. Contracted Staff for Aramark	Recommend approval	Belinda Wallen
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- 1). James Landis, retro-active to 5/2/2016
- 2). Connie Baker, retro-active to 5/2/2016
- 3). Wendy Hartman, retro-active to 5/2/2016