

**UPPER ADAMS SCHOOL DISTRICT
BIGLERVILLE, PENNSYLVANIA
REGULAR BOARD MEETING
SCHOOL BOARD
TUESDAY, June 21, 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, May 17, 2016 (pages 2.1-2.9)
 - B. Special Board Meeting, June 7, 2016 (pages 2.10-2.11)
- VI. RECOGNITION OF DELEGATIONS
 - A. No items
- VII. PUBLIC COMMENT
- VIII. CORRESPONDENCE – President – Elaine Jones
 - A. A thank you card received from Larry Kennedy.
 - B. Cumberland Perry Area Vocational Technical School Opportunities Unlimited Brochure
- IX. TREASURER’S REPORT – Richard Crouse
 - A. Financial Report Ending May 31, 2016 (pages 3.1-3.2)
 - B. Cafeteria Report Ending May 31, 2016 (page 3.3)
 - C. Student Council Sub Accounts May 31, 2016 (page 3.4)
 - D. Student Accounts Report May 31, 2016 (page 3.5)
 - E. Principal’s Account May 31, 2016 (page 3.6)
- 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 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 to 6/30/2017.
- b. **Recommend approval** of the Biglerville Elementary Boiler Heat Exchanger replacement- Boiler 1, quote from M & M Heating & Cooling, LLC, in the amount of \$16,870.00.
- c. **Recommend approval** of the 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. **Recommend approval** of the 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.
- e. **Recommend 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.
- f. **Recommend approval** of 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. **Recommend approval** of 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. (page 4.1)
- h. **Recommend approval** for the Business Administrator to make any necessary budgetary transfers and assignment of fund balance in accordance with the annual financial audit.
- i. **Recommend approval** for 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. ****Recommend approval** of 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. (pages 4.2-4.5)
- k. ****Recommend approval** of 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. (pages 4.6-4.7)

2. PERSONNEL – John Regentin - Chairperson

a. *ADMINISTRATION*

- 1). **Recommend approval** of the Upper Adams School District administrative salary increases for the 2016-2017 school year.

b. *PROFESSIONAL*

- 1). **Recommend approval** for the following 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). **Recommend approval** to 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). ****Recommend approval** to post and advertise for a Math/Science Teacher (new position at Biglerville High School).

c. *CLASSIFIED*

- 1). **Recommend approval** of the following individuals to the classified substitute listing:
 - a). Michelle Zimmerman, retro-active to 5/24/2016
 - b). Rebecca Brinkley, retro-active to 5/19/2016
- 2). **Recommend approval** of the Upper Adams School District classified staff wage increases for the 2016-2017 school year.
- 3). **Recommend approval** for Lori Vaughn, Instructional Assistant to move from Biglerville Elementary to Bendersville Elementary due to class sizes.
- 4). **Recommend approval** of the updated job description for the Administrative Assistant for Business Affairs.
- 5). **Recommend approval** of the updated job description for the Administrative Assistant for the Business Administrator.
- 6). **Recommend approval** of the updated job description for the Food Services Coordinator.
- 7). ****Recommend approval** to 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.

d. *SUPPLEMENTAL CONTRACTS*

- 1). **Recommend approval** of the attached listing of Supplemental Contracts for the 2016-2017 school year. (page 5.1)
- 2). **Recommend approval** of the following supplemental contracts for the 2015-2016 school year.
 - a). Greyson Norcross, Senior Awards Coordinator, \$500.00

e. *OTHER*

- 1). **Recommend approval** to add the following individuals to the 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). **Recommend approval** of the following 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). **Recommend approval** to grant 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). **Recommend 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

3. PROPERTY – Bill Seibert – Chairperson

- a. **Recommend approval** to declare the following items as surplus as presented to the board at the committee meeting:
 - 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. TRANSPORTATION – Bill Seibert – Chairperson

- a. **Recommend 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.

B. CURRICULUM AND EXTRA-CURRICULAR COMMITTEE REPORT

1. CURRICULUM – Christopher Fee – Chairperson

- a. **Recommend approval** of 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. **Recommend approval** of the Textbook Listing for 2016-2017 as presented to the board at committee meeting.

2. ATHLETICS – Christopher Fee – Chairperson

- a. **Recommend approval** of the following coaches for Summer, 2016:
 - 1). Brett Smyers, Summer SAQ Coordinator, Category VI, Year 2-\$1,443.00
- b. **Recommend approval** of the following coaches for Winter, 2016-2017:
 - 1). Kenneth Haines, Head Varsity Wrestling, Category 1, Year 2-\$5,152.00

3. OTHER STUDENT ACTIVITIES – Christopher Fee – Chairperson

- a. **Recommend approval** to accept the US Flag from Scott and Barb Howell in honor of their son, Logan, to be hung in the North Gym.
- b. **Recommend approval** of the Adoption of Policies and Procedures for the IDEA application submission with the Lincoln Intermediate Unit #12.
- c. **Recommend approval** for the early admission of a Kindergarten student for the 2016-2017 school year.

C. POLICY REVIEW COMMITTEE REPORT – Ron Ebbert, Chairperson

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)

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

D. MISCELLANEOUS AGENDA ITEMS – President – Elaine Jones

1. No items

XII. PAYMENT OF BILLS (pages 8.1-8.8)

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 – No scheduled meeting in July
2. Business and Operations Committee – No scheduled meeting in July
3. Policy Committee Meeting – July 14, 2016, 9:00 a.m.

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

- a. ADJOURNMENT