

**UPPER ADAMS SCHOOL DISTRICT
BIGLERVILLE, PENNSYLVANIA
REGULAR BOARD MEETING
SCHOOL BOARD
TUESDAY, February 16, 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, January 19, 2016 (pages 2.1-2.10)
- VI. RECOGNITION OF DELEGATIONS
 - A. Request to address the school board by Mr. and Mrs. David Campbell regarding van accident follow-up.
- VII. CORRESPONDENCE – President – Elaine Jones
 - A. No items
- VIII. TREASURER’S REPORT – Richard Crouse
 - A. Financial Report Ending January 31, 2016 (unavailable at time of meeting)
 - B. Cafeteria Report Ending January 31, 2016 (page 3.1)
 - C. Student Council Sub Accounts January 31, 2016 (pages 3.2)
 - D. Student Accounts Report January 31, 2016 (pages 3.3)
 - E. Principal’s Account January 31, 2016 (pages 3.4)
- IX. 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. Superintendent Report – Wesley Doll
- X. COMMITTEE REPORTS AND ACTION ITEMS
 - A. BUSINESS AND OPERATIONS COMMITTEE
 - 1. FINANCE – Richard Crouse - Chairperson
 - a. **Recommend approval** of the Lincoln Intermediate Unit 12 (LIU12) General Operating Budget for the 2016-2017 school year.
 - b. **Recommend approval** of the Cumberland Perry Area Vocational Technical School (CPAVTS) General Fund Budget for 2016-2017. This recommendation was tabled from the January 19, 2016, regular board meeting.
 - c. **Recommend approval** to accept the donation of two 2’ x 4’ flags from Graphcom.

- d. ****Recommend approval** of the contract with PSBA to convert the Upper Adams School District Board Policy Book to the PSBA web-based policy system for the one-time fee of \$950. (pages 4.1-4.5)
- e. ****Recommend approval** to forgive the tax penalty (2nd notice) for 2015/2016 in the amount of \$134.24 for taxpayer Vincent Cimino on parcel 07-F10-0020 due to error during property settlement. (pages 4.6-4.7)

2. PERSONNEL – John Regentin - Chairperson

a. *ADMINISTRATION*

- 1). No items

b. *PROFESSIONAL*

- 1). No items

c. *CLASSIFIED*

- 1). ****Recommend approval** of the revised Job Description for the Central Office Executive Assistant. (5.1-5.3)

d. *SUPPLEMENTAL CONTRACTS*

- 1). **Recommend approval** of the following supplemental contract(s):

- a). Stephen Swartzbaugh, Spring Musical Instrumental Director, Category VIII, 5+ years, \$1,380. This is a correction from the January Regular Board Meeting approval for Pit Musician.

e. *OTHER*

- 1). **Recommend approval** of additions to the Volunteer Listing as per the submitted listing. (page 5.4)
- 2). **Recommend approval** of the following Band Instructors, to be paid directly by the Band Boosters:
 - a). Michael Inman
 - b). Gloria Norcross
 - c). Graylyn Serafy
- 3). ****Recommend approval** of the following contracted staff as per the submitted listing:
 - a). Teacher Substitutes from Source4Teachers (page 5.5)

3. PROPERTY – Bill Seibert – Chairperson

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

- 1). Sony Video Cassette Recorder #37249
- 2). Toshiba Color TV BAB80045485 B
- 3). ****Scroll Saw 24” – Rockwell #HK 500**
- 4). ****Scroll Saw 24” – Rockwell 40-440 #DJ 4094**
- 5). ****Radial Arm Saw 12” – Delta 33-891 #93E14288**

4. TRANSPORTATION – Bill Seibert – Chairperson

a. **Recommend approval** of the following substitute driver for Jacoby Transportation:

1). Hobert Henline, retro-active to 1/21/16

b. ****Recommend approval** of the following substitute drivers for School Express:

1). Robert Poole, retro-active to 2/02/2016

2). Glenn Keaton

3). Teresa Carroll

4). Tamra Hildebrand

5). Sharon Bankert

6). William Faraci, retro-active to 12/01/2015

7). Melinda Wonders, retro-active to 11/13/2015

8). Kelly Beamer, retro-active to 11/13/2015

9). Jeffrey Unitt, retro-active to 11/13/2015

10). Stacy Cullen, retro-active to 11/13/2015

B. CURRICULUM AND EXTRA-CURRICULAR COMMITTEE REPORT

1. CURRICULUM – Christopher Fee – Chairperson

a. **Recommend approval** of the Elementary Report Card Revisions.

b. **Recommend approval** of the Biglerville High School Course Selection Guide for the 2016-2017 school year.

c. **Recommend approval** of the 2016-2017 Academic Calendar (page 6.1)

2. ATHLETICS – Christopher Fee – Chairperson

a. **Recommend approval** of the Spring Coach Listing as per the submitted list. (page 6.2)

3. OTHER STUDENT ACTIVITIES – Christopher Fee – Chairperson

a. **Recommend approval** of the overnight trip for a music performance for student participating in Regional Orchestra to be held at Bucknell University February 25-26, 2016.

b. ****Recommend approval** of the overnight trip for a music performance for student participating in Regional Band to be held at Central York High School March 10-12, 2016.

C. POLICY REVIEW COMMITTEE REPORT – Ron Ebbert, Chairperson

1. First Reading:

a. Policy 124 Programs – Alternative Instruction Courses/Summer School (pages 7.1-7.2)

b. Policy 317 Employees – Conduct/Disciplinary Procedures (pages 7.3-7.5)

c. Policy 322 Employees – Gifts (page 7.6)

d. Policy 417 Professional Employees – Conduct/Disciplinary Procedures for Professional Employees – DELETION (pages 7.7-7.8)

e. Policy 517 Classified Employees – Conduct/Disciplinary Procedures for Classified Staff – DELETION (pages 7.9-7.10)

f. Policy 829 Operations – Electronic Signature (pages 7.11-7.12)

2. Second Reading:

a. Policy 305 Employees – Employment of Substitutes (pages 7.13-7.14)

b. Policy 405 Employment of Substitutes and Short-Term Employees (Professional) DELETION (pages 7.15-7.16)

- c. Policy 505 Employment of Substitutes and Short Term Employees (Classified) DELETION (pages 7.17-7.18)
- d. Policy 610 Finances – Purchases Subject to Bid (pages 7.19-7.21)
- e. Policy 611 Finances – Purchases Budgeted (page 7.22)

D. MISCELLANEOUS AGENDA ITEMS – President – Elaine Jones

1. No items

- XI. PAYMENT OF BILLS (pages 8.1-8.9)
- XII. OLD BUSINESS
- XIII. NEW BUSINESS

- A. No items

- XIV. ADMINISTRATORS' REPORTS
- XV. ITEMS OF GENERAL INFORMATION:

A. School Board Committee Meetings:

1. Curriculum and Extra Curricular Committee – March 1, 2016, 6:30 p.m.
2. Business and Operations Committee – March 1, 2016,
Upon Completion of the Curriculum & Extra-Curricular Committee Meeting
3. Policy Committee Meeting – March Policy Meeting Cancelled
Next meeting, April 7, 2016, 9:00 a.m.

- B. Regular School Board Meeting – Tuesday, March 15, 2016, 7:00 p.m.

XVI. ADJOURNMENT