

***\*\*Revised***

**UPPER ADAMS SCHOOL DISTRICT  
BUSINESS & OPERATIONS COMMITTEE**

**Tuesday, January 5, 2016**

**I. PROPERTY—Bill Seibert**

<b><u>ITEM</u></b>	<b><u>ACTION</u></b>	<b><u>PERSON RESPONSIBLE</u></b>
A. Safety Study Review, Potential Renovations and next step.	Informational	Belinda Wallen Wesley Doll

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**II. TRANSPORTATION—Bill Seibert**

<b><u>ITEM</u></b>	<b><u>ACTION</u></b>	<b><u>PERSON RESPONSIBLE</u></b>
A. Tenley Fridinger, parent, requesting to address the board regarding the Slatersville turnaround.	Parent Concern	Jim VanDyke
B. Substitute Driver for Jacoby 1). Michelle McDannell, retro-active to 12/21/2015	Recommend Approval	Jim VanDyke

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**III. FINANCE—Richard Crouse**

<b><u>ITEM</u></b>	<b><u>ACTION</u></b>	<b><u>PERSON RESPONSIBLE</u></b>
A. <b><i>**State Budget Update</i></b>	<b><i>Informational</i></b>	<b><i>Belinda Wallen</i></b>
B. York Adams Academy 2016-2017 Budget which includes membership fee for two seats at a cost of \$3,392.00 per seat as per agreement.	Recommend Approval	Belinda Wallen
C. Automatic renewal of the Radio System Contract with K & C Communications effective January 1, 2016, for \$1,080.00 as per agreement.	Recommend Approval	Belinda Wallen

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**IV. PERSONNEL—John Regentin**

<b><u>ITEM</u></b>	<b><u>ACTION</u></b>	<b><u>PERSON RESPONSIBLE</u></b>
A. Resignation of Miriam Hoffman, Instructional Assistant, Arendtsville Elementary School, last day December 23, 2015.	Recommend approval	Wesley Doll

B.	Post and advertise for an Instructional Assistant.	Recommend approval	Wesley Doll
C.	Leave without pay for Sherrie Prall, Behavior Intervention Instructional Assistant, effective retro-active to November 9, 2015, to January 11, 2016.	Recommend approval	Wesley Doll
D.	Updated Organizational Chart for the Upper Adams School District.	Recommend approval	Wesley Doll
E.	Revised job description for the Human Resource Coordinator.	Recommend approval	Wesley Doll
F.	Resignation of Tracey Henriquez-Garcia, ESL Instructional Assistant, <i>**BHS</i> , last day December 23, 2015.	Recommend approval	Wesley Doll
G.	Post and advertise for an ESL Instructional Assistant.	Recommend approval	Wesley Doll
H.	Leave without pay for Amy Stewart, Instructional Assistant, Bendersville Elementary School, retroactive from December 16-23, 2015.	Recommend approval	Wesley Doll
I.	<i>**Increase hours for Nallely Acosta-Solalinde's ESL Instructional Assistant position from 3 hours per day to 4 hours per day, effective retroactive to January 4, 2016. The one (1) hour time is being transferred from the open ESL Instructional Assistant position that was recently vacated. The vacated ESL IA position is posted and open for 5.5 hours per day,</i>	<i>Recommend approval</i>	<i>Wesley Doll</i>
J.	<i>**Hire Tamra Ney, Instructional Assistant, Arendtsville Elementary School, 2.5 hours per day, 176 days per year, at an hourly rate of \$9.60, retroactive to January 4, 2016, replacing Miriam Hoffman.</i>	<i>Recommend approval</i>	<i>Wesley Doll</i>
K.	Add the following individuals to the classified substitute listing:  1). Bobbi Borrero retro-active to December 15, 2015	Recommend approval	Wesley Doll
L.	Add the following individuals to the volunteer listing:  1). Timothy Walker, BHS-Band Volunteer 2). Theresa Wright, Biglerville Elementary 3). Jennifer Mendoza, Biglerville Elementary	Recommend approval	Wesley Doll

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V. Other

<u>ITEM</u>	<u>ACTION</u>	<u>PERSON RESPONSIBLE</u>
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A. No items