

****Revised**
UPPER ADAMS SCHOOL DISTRICT
BIGLERVILLE, PENNSYLVANIA
REGULAR BOARD MEETING
SCHOOL BOARD
TUESDAY, January 19, 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. Re-Organizational Meeting, December 1, 2015 (pages 2.1-2.2)
 - B. Regular Board Meeting, December 1, 2015 (pages 2.3-2.6)
 - C. Special Board Meeting, January 5, 2016 (pages 2.7-2.10)
- VI. RECOGNITION OF DELEGATIONS
 - A. School Board Appreciation and Recognition (held prior to the regular School Board Meeting at the 6:30 p.m. Study Session):
 - Demonstration by Technology Students Phin Saum, Jake Grim and Hunter Dubbs, students of Bob Dwyer, Technology Education Teacher and TSA Advisor.
 - Refreshments prepared by Biglerville High School students from Laura Fritz’s Culinary Arts class.
- VII. CORRESPONDENCE – President – Elaine Jones
 - A. ****Oath of Office – Anthony (Tony) McNevin**
- VIII. TREASURER’S REPORT – Richard Crouse
 - A. Financial Report Ending November 30, 2015 and December 31, 2015 (pages 3.1-3.4)
 - B. Cafeteria Report Ending November 30, 2015 and December 31, 2015 (pages 3.5-3.8)
 - C. Student Council Sub Accounts November 30, 2015 and December 31, 2015 (pages 3.9-3.10)
 - D. Student Accounts Report November 30, 2015 and December 31, 2015 (pages 3.3.11-3.12)
 - E. Principal’s Account November 30, 2015 and December 31, 2015 (pages 3.13-3.14)
- 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 York Adams Academy 2016-2017 Budget which includes membership fee for two seats at the cost of \$3,392.00 per seat as per the agreement.
- b. ****Recommend approval** of the automatic renewal of the Radio System Contract with K & C Communications effective January 1, 2016, for \$1,080.00 as per the agreement.
- c. ****Recommend approval** of the CPAVTS General Fund Budget for 2016-2017
- d. ****Recommend approval** of the Act 1 Resolution Not to Exceed the Index for the 2016-2017 Budget (page 4.1-4.5)

2. PERSONNEL – John Regentin - Chairperson

a. *ADMINISTRATION*

- 1). No items

b. *PROFESSIONAL*

- 1). No items

c. *CLASSIFIED*

- 1). ****Recommend approval** to accept the following resignation(s):
 - a). Miriam Hoffman, Instructional Assistant, Arendtsville Elementary School, last day December 23, 2015
 - b). Tracey Henriquez-Garcia, ESL Instructional Assistant, BHS, last day December 23, 2015.
- 2). ****Recommend approval** to post and advertise for the following position(s):
 - a). Instructional Assistant
 - b). ESL Instructional Assistant
- 3). ****Recommend approval** to hire Tamra Ney, Instructional Assistant, Arendtsville Elementary School, 2.5 hours per day, 176 days per year, at an hourly rate of \$9.60, retro-active to January 4, 2016, replacing Miriam Hoffman.
- 4). ****Recommend approval** for leave without pay for the following individual(s):
 - a). Sherrie Prall, Behavior Intervention Instructional Assistant, effective retro-active to November 9, 2015 to date to be determined.
 - b). Amy Stewart, Instructional Assistant, Bendersville Elementary School, retro-active to December 16-23, 2015.
- 5). ****Recommend approval** of the revised job description for the Human Resources Coordinator (page 5.1-5.2)
- 6). ****Recommend approval of the revised job description for the Director of Athletics and Property.** *(handout available at meeting)*
- 7). ****Recommend approval** to increase the hours for Nallely Acosta-Solalinde's ESL Instructional Assistant position from 3 hours per day to 4 hours per day, effective retro-active to January 4, 2016. Working an additional hour per day as ESL Instructional Assistant, effective January 4, 2016, until the vacant Instructional Assistant position has been filled. The one hour increase is being transferred from the open ESL Instructional Assistant position.

- 8). ****Recommend approval** to add the following individual(s) to the Classified Substitute List:
- a). Bobbie Borrero, retro-active to December 15, 2015
 - b). ****Tamra Ney, retro-active to January 15, 2016**

d. *SUPPLEMENTAL CONTRACTS*

- 1). ****Recommend approval** of the following Supplemental Contracts for the 2015-2016 school year:
- a). Jennifer Schoffstall, Spring Musical Director, Category V, 4th year, \$1,766.00
 - b). Jennifer Schoffstall, Spring Musical Stage Advisor, Category X, 2nd year, \$989.00
 - c). Arlo Ehly, Spring Musical Rehearsal Pianist, \$1,150.00
 - d). Stephen Swartzbaugh, Spring Musical Vocal, Category VIII, 5+ years, \$1,380.00
 - e). Stephen Swartzbaugh, Spring Musical Pit Musician, \$350.00
 - f). Brad Showers, PIMS Coordinator, \$7,000.00
 - g). ****Quaid Swiger, Percussion Instructor Category III, 4th year (25%), \$788.50 (unused from fall)**

e. *OTHER*

- 1). ****Recommend approval** of the updated Organizational Chart for the Upper Adams School District. (page 5.3)
- 2). ****Recommend approval** to add the following individuals to the Volunteer Listing:
- a). Timothy Walker, BHS-Band Volunteer
 - b). Theresa Wright, Biglerville Elementary
 - c). Jennifer Mendoza, Biglerville Elementary
 - d). Shelly Barnes, Bendersville Elementary
- 3). ****Recommend approval of the following contracted staff as per the submitted listing:**
- a). *Teacher Substitutes from Source4Teachers (handout available at meeting)*

3. PROPERTY – William Seibert – Chairperson

- a). ****Presentation** of Safety Study Review, Potential Renovations and Next Steps.

4. TRANSPORTATION – William Seibert – Chairperson

- a). ****Recommend approval** for the following Substitute Driver(s) for Jacoby:

- 1). Michelle McDannell, retro-active to 12/21/2015

B. CURRICULUM AND EXTRA-CURRICULAR COMMITTEE REPORT

1. CURRICULUM – Christopher Fee – Chairperson

- a). ****Recommend approval** to accept the minutes of the Occupational Advisory Committee Meeting, April, 2015. (Page 6.1-6.3)
- b). ****Presentation** of Student Case Study.

2. ATHLETICS – Christopher Fee – Chairperson

- a). ****Recommend approval of the following winter coaches:**

- 1). *Nathan Shaffer, Assistant JH Boys Basketball, ½ Category IV, Max: \$1,438.00*

3. OTHER STUDENT ACTIVITIES – Christopher Fee – Chairperson

- a. **Recommend approval** for the tuition waiver for Student #2279 who has recently moved to the Gettysburg Area School District to remain in the Upper Adams School District for the remainder of the 2015-2016 school year.
- b. ****Recommend approval** for the overnight trip for the FFA to attend the FFA Leadership Conference in Harrisburg, PA, February 6-7, 2016, all costs associated with the trip will be paid by the FFA.
- c. ****Information** regarding any travel concerns for the foreign trip to France and the UK, April, 2016.
- d. ****Recommend approval** for the foreign trip to Costa Rico, February, 2017, trip being coordinated by Alex Ramos, Spanish Teacher.
- e. ****Recommend approval** for the overnight trip for the Class of 2016's Senior Trip to Great Wolf Lodge, Poconos on March 14-15, 2016.
- f. ****Recommend approval** for the overnight trip for student number #6065 to attend the Pennsylvania Music Educators District Orchestra Festival, retro-active to January 15-16, 2016, at Lampeter-Strasburg High School and the Pennsylvania Music Educators District Band Festival, January 29-30, 2016, at Manheim Township High School.

C. POLICY REVIEW COMMITTEE REPORT – Ronald Ebbert, Chairperson

1. First Reading:

- a. Policy 305 Employees – Employment of Substitutes (page 7.1-7.2)
- b. Policy 405 Professional Employees – Employment of Substitutes and Short-Term Employees (Professional) – To be deleted and replaced by Policy 305 per PSBA's recommendation (pages 7.3-7.4)
- c. Policy 505 Classified Employees – Employment of Substitutes and Short-Term Employees (Classified) – To be deleted and replaced by Policy 305 per PSBA's recommendation. (pages 7.5-7.6)
- d. Policy 610 Finances – Purchases Subject to Bid (pages 7.7-7.9)
- e. Policy 611 Finances – Purchases Budgeted (page 7.10)

2. Second Reading:

- a. Policy 106 Programs – Guides for Planned Instruction (pages 7.11-7.12)
- b. Policy 107 Programs – Adoption of Planned Instruction (pages 7.13-7.14)
- c. Policy 108 Programs – Adoption of Instructional Materials (pages 7.15-7.16)
- d. Policy 109 Programs – Resource Materials (pages 7.17-7.18)
- e. Policy 137 Programs – Home Education Programs (pages 7.19-7.23)
- f. Policy 249 Pupils – Bullying/Cyber Bullying (pages 7.24-7.26)

D. MISCELLANEOUS AGENDA ITEMS – President – Elaine Jones

1. No items

- XI. PAYMENT OF BILLS (pages 8.1-8.8)
- 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 – February 2, 2016, 6:30 p.m.
2. Business and Operations Committee – February 2, 2016,
Upon Completion of the Curriculum & Extra-Curricular Committee Meeting
3. Policy Committee Meeting – February 4, 2016, 9:00 a.m.

B. Regular School Board Meeting – Tuesday, February 16, 2016, 7:00 p.m.

XVI. ADJOURNMENT