

**UPPER ADAMS SCHOOL DISTRICT  
BIGLERVILLE, PENNSYLVANIA  
REGULAR BOARD MEETING  
SCHOOL BOARD  
TUESDAY, June 23 2015  
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 19, 2015 – (pages 2.1-2.8)
- VI. RECOGNITION OF DELEGATIONS
  - A. No items
- VII. CORRESPONDENCE – President – Elaine Jones
  - A. No items
- VIII. TREASURER’S REPORT – Richard Crouse
  - A. Financial Report Ending May 31, 2015 – (page 3.1)
  - B. Revenue Budget Report Ending May 31, 2015 – (page 3.2)
  - C. Expenditure Budget Report Ending May 31, 2015 - (page 3.3)
  - D. Cafeteria Report Ending May 31, 2015 – (pages 3.4-3.5)
  - E. Student Council Sub Accounts May 31, 2015 – (page 3.6)
  - F. Student Accounts Report May 31, 2015 – (page 3.7)
  - G. Principal’s Account May 31, 2015 – (page 3.8)
- IX. REPORTS
  - A. Legislative Report/PSBA Report – Chris Fee/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 LIU Bids for the 2015-2016 school year in the amount of \$74,844.00, which represents a decrease of 2.8% from the 2014-2015 school year.
      - b. **Recommend approval** to adopt the final 2015-2016 Budget in the amount of \$26,605,000.00 and Resolutions with a real estate tax rate of 13.229 mills, which represents a 2.6% increase as allowed by law.

- c. **Recommend approval** of the agreement between Upper Adams School District and The Meadows Psychiatric Center for the 2015-2016 school year at the rate of \$60 per day.
- d. **Recommend approval** of the agreement between Upper Adams School District and Yellow Breeches Educational Center, Inc., for three (3) paid tuition slots for the 2015-2016 school year **\*\***at a per student rate of \$26,105.00 paid in 10 monthly installments with an option to purchase transportation at a per student cost of \$5,295.00.
- e. **Recommend approval** of the agreement between Upper Adams School District and River Rock Academy Incorporated for the 2015-2016 school year for Act 48 Program Placement for alternative education **\*\***at the per diem rate of \$130.00.
- f. **Recommend approval** of the agreement between Upper Adams School District and Apple Financial Services for the purchase of the Freshman Class laptops for the 2015-2016 school year; choice of payment options **\*\***of an annual payment of \$49,816.00 four (4) years for a total of \$199,264.00 or one (1) annual payment of \$193,760.00.
- g. **Recommend approval** of the Services 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.
- h. **\*\*Recommend approval** of the agreement between Upper Adams School District and WellSpan Health for the School Athletic Training Services.

2. PERSONNEL – John Regentin - Chairperson

*Approvals to hire the following personnel are pending receipt of the following:*

- *Current Act 151, Act 34 and Act 114 clearances*
- *A negative TB test*
- *School Personnel Health Record*
- *Completion of Sexual Misconduct/Abuse Disclosure Release form (under Act 168 of 2014) by previous employer(s) if applicable*
- *A copy of their PA Certification in the area of employment (Administrative and Professional positions only)*
- *A copy of college transcripts (Administrative and Professional positions only)*

a. *ADMINISTRATION*

- 1). **\*\*Recommend approval** of the Act 93 Agreement for July 1, 2015, to June 30, 2019.
- 2). **\*\*Recommend approval** of the Administrator Salaries for the 2015-2016 school year.
- 3). **\*\*Recommend approval** to appoint Beth Graham, Principal from Acting Principal, Biglerville High School, at an annual salary of \$93,000.00, effective July 1, 2015.
- 4). **\*\*Recommend approval** to appoint Sonia Buckley, Acting Principal from Lead Teacher, Arendtsville Elementary School, 210 days per year, at an annual salary of \$77,000.00, effective July 1, 2015.

b. *PROFESSIONAL*

- 1). **Recommend approval** of the following Professional Staff Reassignments effective the 2015-2016 school year:
  - a). Ashley Brookens from 4<sup>th</sup> grade Bendersville Elem. to 5<sup>th</sup> grade Arendtsville Elem.
  - b). Melinda Johnson from 4<sup>th</sup> grade Bendersville Elem. to 5<sup>th</sup> grade Arendtsville Elem.
  - c). Rachel Rudisill from 2<sup>nd</sup> grade Biglerville Elem. to 4<sup>th</sup> grade Bendersville Elem.
  - d). Megan Tolar from 2<sup>nd</sup> grade Biglerville Elem. to ESL Teacher Biglerville Elem.
  - e). Nicole Koplitz from 6<sup>th</sup> grade Bendersville Elem. to ESL Teacher Arendtsville Elem.
- 2). **Recommend approval** to grant tenure to the following teachers:
  - a). Kirstie Smith, Learning Support Teacher, UAMS
  - b). Rachel Rudisill, 4<sup>th</sup> grade Teacher, Bendersville Elementary School
  - c). Caitlyn Ogden, Kindergarten Teacher, Biglerville Elementary School
  - d). Ashley Brookens, 5<sup>th</sup> grade Teacher, Arendtsville Elementary School
  - e). Kara O'Brien, Math Teacher, UAMS

- 3). **Recommend approval** to hire Robyn Swatsburg, 3<sup>rd</sup> Grade Teacher, Biglerville Elementary School, **\*\*Masters**, Step 1, \$46,400.00 per year effective the start of the 2015-2016 school year.
- 4). **\*\*Recommend approval** to hire Mallory Parker, 2<sup>nd</sup> Grade Teacher, Biglerville Elementary School, Bachelors, Step 1, \$44,411.00 per year, effective the start of the 2015-2016 school year.
- 5). **Recommend approval** to add the following to the Teacher Substitute List:
  - a). Fran Rohrer, Retired Teacher's Substitute List
- 6). **\*\*Recommend approval** to appoint Nate Becker Dean of Students from Acting Dean of Students, Biglerville High School, 203 days per year, effective July 1, 2015.
- 7). **\*\*Recommend approval** to post and advertise for a High School Physical Education Teacher.

c. *CLASSIFIED*

- 1). **Recommend approval** of the retirement of Patsy Cover, Cafeteria/Playground Attendant, Bendersville Elementary School, last day May 29, 2015.
- 2). **Recommend approval** of the retirement of Laurie Ensor Funt, Cafeteria Coordinator, last day June 30, 2015.
- 3). **Recommend approval** of the exit date of June 30, 2015, for the following classified staff due to outsourcing of the cafeteria, custodial, maintenance and grounds employees:
  - a). Kimberly Arter, Custodian, UAMS
  - b). Jennifer Bramble, Cafeteria Worker, BHS
  - c). LeeAnna Cooper, Cafeteria Worker, Biglerville Elementary
  - d). Dianne Copenhaever, Cafeteria Worker, BHS
  - e). Annette Fair, Custodian, BHS
  - f). Mary Gensimore, Cafeteria Worker, Biglerville Elementary
  - g). Walter Gliem, Cafeteria Worker, Arendtsville Elementary
  - h). Charles Goodrich, Custodian, BHS
  - i). Tara Griffith, Cafeteria Worker, BHS
  - j). Sharon Heller, Custodian, Cafeteria Worker, Bendersville Elementary
  - k). Miriam Hoffman, Cafeteria Worker, Arendtsville Elementary (Cafeteria Worker position only-still employed as Instructional Assistant, Arendtsville Elementary)
  - l). Aimee Hoover, Cafeteria Worker, BHS
  - m). Jennifer Johnson, Cafeteria Worker, BHS
  - n). Janaia Kline, Cafeteria Worker, Biglerville Elementary
  - o). Laurie Patterson, Custodian, BHS
  - p). Stacy Redding, Cafeteria Worker, Arendtsville Elementary
  - q). Charles Reiter, Maintenance Technician, District
  - r). Sterling Roth, Custodian, Biglerville Elementary (Custodian position only-still employed as Playground Attendant, Biglerville Elementary)
  - s). Louella Santos, Cafeteria Worker, BHS
  - t). Matthew Smith, Custodian, Biglerville Elementary
  - u). Heather Turnbull, Cafeteria Worker, Arendtsville Elementary
- 4). **\*\*Recommend approval** to increase the starting wage for each tier of the classified staff wage schedule by \$0.15 per hour effective July 1, 2015.
- 5). **Recommend approval** to appoint Kimberly Cless from Team Leader, Biglerville Elementary School to Food Services Coordinator, District Office, 7 hours per day, 201 days per year at an hourly rate of \$20.00, effective July 1, 2015, replacing Laurie Ensor Funt.
- 6). **Recommend approval** of the involuntary resignation of employee #01805, effective May 29, 2015.
- 7). **Recommend approval** to revise the retirement date of Kathy Stoner to May 29, 2015.
- 8). **Recommend approval** to add the following individuals to the Classified Substitute Listing:
  - a). Vicki Haller, retroactive to May 22, 2015
- 9). **\*\*Recommend approval** of the Support Staff Salaries for the 2015-2016 school year.
- 10). **\*\*Recommend approval** to increase the bus driver rate from \$15.25 to \$15.45 per hour effective July 1, 2015.
- 11). **\*\*Recommend approval** to retroactively post and advertise for an ESL Assistant/Translator.

- 12). **\*\*Recommend approval** to appoint Sterling (Bud) Roth, District Courier, 2 hours per day, 176 days per year, at a rate of \$11.63 per hour, effective the start of the 2015-2016 school year, replacing Mary Gensimore.
- 13). **\*\*Recommend approval** to appoint Kim Walker from Secretary to Administrative Assistant, Biglerville Elementary School at an hourly rate of \$16.38, effective July 1, 2015, replacing Joya Sterner.
- 14). **\*\*Recommend approval** to appoint Donna Trostel from Instructional Assistant to Secretary, Biglerville Elementary School, 7.75 hours per day, 261 days per year, at an hourly rate of \$13.58, retroactive to June 22, 2015, replacing Kim Walker.
- 15). **\*\*Recommend approval** to post and advertise for an Instructional Assistant.
- 16). **\*\*Recommend approval** of the Job Description for Elementary Administrative Assistant.  
(pages 4.1-4.2)
- 17). **\*\*Recommend approval** of the Job Description for Elementary School Secretary.  
(pages 4.3-4.4)

*d. SUPPLEMENTAL CONTRACTS*

- 1). **\*\*Recommend approval** of the following supplemental contracts for the 2014-2015 school year:
  - a). **\*\*Kyle Flook**, extra-curricular transportation at \$1.25 per mile and \$15.40 per hour

*e. OTHER*

- 1). **Recommend approval** to add the following individuals to the volunteer listing:
  - a.) David Campbell
- 2). **Recommend approval** to 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, 2015.

3. PROPERTY – Bill Seibert – Chairperson

- a. **Recommend approval** of the use of Biglerville Elementary School by Adams County Head Start, continuing to honor the Space Agreement originally signed on September 9, 2011, for the 2015-2016 school.
- b. **Recommend approval** to declare as surplus the listing of computer equipment, printers and other items as submitted by the Technology Department.
- c. **\*\*Recommend approval** to declare as surplus the listing of equipment as submitted by the Biglerville Elementary School. (page 5.1)

4. TRANSPORTATION – Bill Seibert – Chairperson

- a. No items

B. CURRICULUM AND EXTRA-CURRICULAR COMMITTEE REPORT

1. CURRICULUM – John Regentin – Chairperson

- a. No items

2. ATHLETICS – Craig Long – Chairperson

- a. **Recommend approval** of the following Summer 2015 Supplemental Contracts:
  - 1). Nate Becker, Summer SAQ Coordinator; Category VI, Maximum-\$1,668.00

3. OTHER STUDENT ACTIVITIES – Craig Long – Chairperson

- a. No items

C. POLICY REVIEW COMMITTEE REPORT – Ron Ebbert, Chairperson

1. First Reading:

- a. Policy 004 – Membership (pages 6.1-6.5)
- b. Policy 100 – Comprehensive Planning (pages 6.6-6.8)
- c. Policy 101 – UASD Philosophy of Education, Mission Statement, Vision Statement, Shared Values (pages 6.9-6.11)
- d. Policy 112 – Guidance Counseling (pages 6.12-6.13)
- e. Policy 113 – Special Education (pages 6.14-6.22)
- f. Policy 114 – Gifted Education (pages 6.23-6.25)
- g. Policy 146 – Student Services (pages 6.26-6.27)

2. Second Reading:

- a. Policy 000 – Board Policy/Procedure/Administrative Regulations (pages 6.28-6.29)
- b. Policy 002 – Authority and Powers (pages 6.30-6.31)
- c. Policy 307 – Student Teachers/Interns (pages 6.32-6.33)
- d. Policy 808 – Food Services (pages 6.34-6.36)
- e. Policy 808.1 – Lunch Money (page 6.37)

D. MISCELLANEOUS AGENDA ITEMS – Elaine Jones – President

1. No items

- XI. PAYMENT OF BILLS (pages 7.1-7.5)
- XII. OLD BUSINESS
- XIII. NEW BUSINESS
- XIV. ADMINISTRATORS' REPORTS
- XV. ITEMS OF GENERAL INFORMATION:

A. School Board Committee Meetings:

1. Policy Committee Meeting – No meeting scheduled for July
2. Curriculum and Extra Curricular Committee – No meeting scheduled for July
3. Business and Operations Committee – No meeting scheduled for July

B. Regular School Board Meeting – Tuesday, July 14, 2015 – 7:00 p.m.

XVI. ADJOURNMENT