

**UPPER ADAMS SCHOOL DISTRICT
BUSINESS & OPERATIONS COMMITTEE
Tuesday, March 10, 2015**

I. PROPERTY—Bill Seibert

<u>ITEM</u>	<u>ACTION</u>	<u>PERSON RESPONSIBLE</u>
A. Senior Computer Buy Back Program, which authorizes the Biglerville High School to offer current enrolled seniors who have had a district laptop for a minimum of two years the opportunity to purchase that computer for \$180.00	Recommend approval	Jim VanDyke

II. TRANSPORTATION—Bill Seibert

<u>ITEM</u>	<u>ACTION</u>	<u>PERSON RESPONSIBLE</u>
A. Substitute Drivers for School Express <ol style="list-style-type: none">1). Teresa Blair2). William Johnson3). Bryan Pawson4). Michelle Valentine, retroactive to 11/19/145). Russell Watsic6). Seth Weaver7). Dianna Drayden, retroactive to 2/26/20158). Thomas Thompson9). Jason Miller10). Janice Gearhart, retroactive to 10/1/201411). Darcie Haney	Recommend approval	Jim VanDyke

III. FINANCE—Richard Crouse

<u>ITEM</u>	<u>ACTION</u>	<u>PERSON RESPONSIBLE</u>
A. Renewal of SunGard K-12 Education - Performance Pathways/I.E.P. Tracker/Progress Monitoring Computer Application License \$5,500.00 for one year contract	Recommend Approval	Mike Lawrence
B. York-Adams Academy 2015-2016 Budget	Recommend Approval	Mike Lawrence

IV. PERSONNEL—John Regentin

<u>ITEM</u>	<u>ACTION</u>	<u>PERSON RESPONSIBLE</u>
A. Retirement of Martin (Marty) Gulden, Custodian, Bendersville Elementary School, last day June 30, 2015	Recommend approval	Wesley Doll
B. Retirement of Irene (Sue) Guise, Head Custodian, Biglerville Elementary School, last day June 30, 2015	Recommend approval	Wesley Doll
C. Retirement of Martha Heintzelman, Computer Technician, Bendersville Elementary School, last day June 30, 2015	Recommend approval	Wesley Doll
D. Post and advertise for a Computer Technician as needed	Recommend approval	Wesley Doll
E. Retirement of Robert (Bob) Guise, Custodian, Biglerville High School, last day June 30, 2015	Recommend approval	Wesley Doll
F. Retirement of Barbara (Bobbie) Strasbaugh, Custodian, Biglerville Elementary School, last day June 30, 2015	Recommend approval	Wesley Doll
G. Retirement of Marsha Tuckey, Head Custodian, Bendersville Elementary School, last day June 30, 2015	Recommend approval	Wesley Doll
H. Retirement of Kathy Stoner, Cafeteria Worker, Bendersville Elementary School, effective the end of the 2014-2015 school year	Recommend approval	Wesley Doll
I. Transfer Danielle Horner, Guidance Counselor, Biglerville Elementary 188 days per year to Guidance Counselor, Biglerville High School, effective July 1, 2015, 206 days per Year (pro-rated)	Recommend approval	Wesley Doll
J. Post and advertise for an Elementary Guidance Counselor	Recommend approval	Wesley Doll
K. Retirement of Rose Black, Custodian, Biglerville High School, last day June 30, 2015	Recommend approval	Wesley Doll

L.	Retirement of Janet Gliem, Cafeteria Worker, Biglerville High School, effective the end of the 2014-2015 school year	Recommend approval	Wesley Doll
M.	Retirement of Carol Starry, Cafeteria Worker, Biglerville Elementary School, effective the end of the 2014-2015 school year	Recommend approval	Wesley Doll
N.	Appoint Connie Myers as Administrative Assistant, Biglerville High School 7.5 hours per day, 261 days per year, at an hourly rate of \$15.73, effective April 7, 2015, replacing Nancy Asper	Recommend approval	Wesley Doll
O.	Appoint Melissa Weidner, Secretary to the Dean of Students, Biglerville High School, 7.5 hours per day, 261 days per year, at an hourly rate of \$13.82, effective April 7, 2015, replacing Connie Myers	Recommend approval	Wesley Doll
P.	Revised job description for Administrative Assistant, Secondary Campus	Recommend approval	Wesley Doll
Q.	Revised job description for Secretary, Secondary Campus	Recommend approval	Wesley Doll
R.	Supplemental Contract for the following individuals: 1). Theresa Fritz, Online/Hybrid Course Delivery (Blue Pelican Math), \$1,611.40 plus \$30.00 per student adjusted pro-rata, based on the percentage of time each student is enrolled in the class. Per student portion will be paid in one lump sum upon receipt of enrollment numbers by the Business Office.	Recommend approval	Wesley Doll
S.	Retirement of Wilma Wilt, Cafeteria Team Leader, effective the end of the 2014-2015 school year	Recommend approval	Wesley Doll
T.	On The Job Training Position for Student Number 0264, funded by Office of Vocational Rehabilitation (OVR)	Recommend approval	Anne Corwell
U.	Add the following individuals to the teacher substitute listing: 1). Erika Long, effective 2/26/2015	Recommend approval	Wesley Doll

V. Add the following individuals to the classified substitute listing: Recommend approval Wesley Doll

- 1). Kelly Shannon, retroactive to 2/18/2015

W. Add the following individuals to the volunteer listing: Recommend approval Wesley Doll

- 1). Susan Miller
- 2). Kim Keiper
- 3). Katie Byers
- 4). Anya Redding
- 5). Emily Pearce
- 6). Amanda Schell
- 7). Sarah Little
- 8). Larry Hershman
- 9). Gary Ulrich

V. Other

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