

**Revised*
**UPPER ADAMS SCHOOL DISTRICT
BUSINESS & OPERATIONS COMMITTEE
Tuesday, January 6, 2015**

I. PROPERTY—Bill Seibert

<u>ITEM</u>	<u>ACTION</u>	<u>PERSON RESPONSIBLE</u>
A. Replacement of TACO Expansion Tank at Biglerville Elementary School \$5,205.00	Recommend Approval	Wesley Doll
B. Update about Elementary Feasibility Study by Crabtree, Rohrbaugh and Associates	Informational	Wesley Doll CRA Representatives

II. TRANSPORTATION—Bill Seibert

<u>ITEM</u>	<u>ACTION</u>	<u>PERSON RESPONSIBLE</u>
A. Radio System Maintenance Contract, January 1-December 31, 2015, \$1,080.00	Recommend Approval	Jim VanDyke
B. School Express Substitute Drivers	Recommend Approval	Jim VanDyke
1). John Paul Davis		
2). Barbra Wise		
3). Wendy Gardner		
4). Desiree Schubert		
5). Shana McKeever		

III. FINANCE—John Regentin

<u>ITEM</u>	<u>ACTION</u>	<u>PERSON RESPONSIBLE</u>
A. CP-AVTS 2015-2016 Budget	Recommend Approval	Mike Lawrence
B. LIU 2015-2016 Budget	Recommend Approval	Mike Lawrence
C. New Background Check Requirements for School Employees, Contractors, Contracted Individuals And Volunteers – Child Protective Services Law effective January 1, 2015	Informational	Mike Lawrence

IV. PERSONNEL—John Regentin

ITEM	ACTION	PERSON RESPONSIBLE
A. Resignation of Natasha Nayduch, Guidance Counselor, Arendtsville and Bendersville Elementary Schools, last day, January 16, 2015.	Recommend Approval	Wesley Doll
B. Retirement of Richard Henninger, Guidance Counselor, Biglerville High School, effective the end of the 2014-2015 school year	Recommend Approval	Wesley Doll
C. Hire Courtney Ebersole, Long Term Substitute Guidance Counselor, Arendtsville and Bendersville Elementary School, Bachelor's Step 1, \$44,040.00 (pro-rated) effective January 5, 2015	Recommend Approval	Wesley Doll
D. Post and advertise for Guidance Counselors	Recommend Approval	Wesley Doll
E. Hire Stacey Solesha, Long Term Substitute Learning Support Teacher, Biglerville High School, Bachelor's Step 1, \$44,040.00 (pro-rated), effective retro-active to August 11, 2014.	Recommend Approval	Wesley Doll
<i>F. Retirement of Nancy Asper, Administrative Assistant, Biglerville High School, effective April 6, 2015</i>	<i>Recommend Approval</i>	<i>Wesley Doll</i>
G. Retirement of Steve Heller, Head Custodian, Arendtsville Elementary last day, June 30, 2015	Recommend Approval	Wesley Doll
H. Post and advertise for Custodian as needed	Recommend Approval	Wesley Doll
I. Appoint Teresa Mulligan-Kinsey, Business Office Administrative Assistant, 8 hours per day, 261 days per year, at an hourly rate of \$11.45, effective January 5, 2015, replacing Lois Swope	Recommend Approval	Wesley Doll
J. Post and advertise for an Instructional Assistant	Recommend Approval	Wesley Doll

K. <i>Resignation of Jessica Dellinger, Cafeteria Worker, Bendersville Elementary School, last day January 9, 2015</i>	<i>Recommend Approval</i>	<i>Wesley Doll</i>
L. <i>Post and advertise for Cafeteria Worker</i>	<i>Recommend Approval</i>	<i>Wesley Doll</i>
M. Job description for Biglerville High School Dean of Students	Recommend Approval	Wesley Doll
N. Job description for Upper Adams Middle School Dean of Students	Recommend Approval	Wesley Doll
O. Job description for Lead Teacher	Recommend Approval	Wesley Doll
P. Add the following individuals to the Teacher substitute listing:	Recommend Approval	Wesley Doll
1). Diana Gable – Non-traditional, retroactive to 12/8/2014		
2). Summer Joy Caffrey – Non-traditional, retroactive to 12/11/2014		
3). Courtney Ebersole – Non-Traditional, retroactive to 1/5/2015		
4). <i>Emily Clark – Traditional, retroactive to 12/22/2015</i>		
Q. Add the following individuals to the Classified substitute listing:	Recommend Approval	Wesley Doll
1). Harold Cook, retroactive to 12/8/2014		
2). Erin Knight, retroactive to 12/11/2014		
3). Michele Reheard, retroactive to 12/17/2014		
R. Add the following individuals to the Volunteer listing:	Recommend Approval	Wesley Doll
1). Charles Dunn		
2). Barbara Rouzer		
3). Sarah Weigle		

V. Other

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