

**UPPER ADAMS SCHOOL DISTRICT
BIGLERVILLE, PENNSYLVANIA
REGULAR BOARD MEETING
BOARDROOM
TUESDAY, January 20, 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, November 18, 2014 (pages 2.1-2.5)
 - B. Re-Organizational Meeting, December 2, 2014 (pages 2.6-2.7)
 - C. Regular Board Meeting, December 2, 2014 (pages 2.8-2.11)
- VI. RECOGNITION OF DELEGATIONS
 - A. School Board Appreciation and Recognition (held prior to the regular School Board meeting at the 6:30 pm Study Session):
 - Demonstration of warm glass technique and glass bead making by Hunter Taylor, art student of Lisa Harman, Senior High Art Teacher
 - Refreshments prepared by Biglerville High School students from Laura Fritz’s Culinary Arts class.
 - Presentation of the VFW Patriot Pen Writing Contest winning essays and recognition of the essay writers by William R. Smith of the VFW. Students receiving this award are Samantha Schulteis, Emily Glass and Brooke Chronister, students of Laura Young, Upper Adams Middle School.
 - Presentation of gift to the board members from Biglerville Elementary students from the art classes of Shawn Heiges. Students presenting artwork are Kayla Alamo, Anahi Diaz-Mendez, Riley Hernandez, Evangeline Hollabaugh, Sydney McCleaf, Alexandria Myers, Alexis Picket, Chloe Pritt, Molly Roney and Luis Xhacu
- VII. CORRESPONDENCE – President – Elaine Jones
 - A. No items
- VIII. TREASURER’S REPORT – Richard Crouse
 - A. Financial Report Ending – December 31, 2014 (page 3.1)
 - B. Revenue Budget Report Ending – December 31, 2014 (page 3.2)
 - C. Expenditure Budget Report Ending - December 31, 2014 (page 3.3)
 - D. Cafeteria Report Ending – November 30, 2014 and December 31, 2014 (pages 3.4-3.5)
 - E. Student Council Sub Accounts – November 30, 2014 and December 31, 2014 (page 3.6-3.7)
 - F. Student Accounts Report – November 30, 2014 and December 31, 2014 (page 3.8-3.9)
 - G. Principal’s Account – November 30, 2014 and December 31, 2014 (page 3.10-3.11)
- IX. REPORTS
 - A. Legislative Report/PSBA Report – Chris Fee
 - 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 – Rick 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 CP-AVTS 2015-2016 Budget
- b. Recommend approval of the LIU 2015-2016 Budget

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*
- *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). No items

b. *PROFESSIONAL*

- 1). **Recommend approval** of the resignation of Natasha Nayduch, Guidance Counselor, Arendtsville and Bendersville Elementary Schools, last day, January 16, 2015.
- 2). **Recommend approval** to accept the retirement of Richard Henninger, Guidance Counselor, Biglerville High School, effective the end of the 2014-2015 school year.
- 3). **Recommend approval** to 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.
- 4). **Recommend approval** to post and advertise for Guidance Counselors.
- 5). **Recommend approval** to 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.
- 6). ****Recommend approval** to accept the retirement of Christine C. McGough, Kindergarten Teacher, Biglerville Elementary School, effective the end of the 2014-2015 school year.
- 7). ****Recommend approval** to post and advertise for elementary teachers as needed.
- 8). **Recommend approval** of the Job Description for the Biglerville High School Dean of Students. (pages 4.1-4.2)
- 9). **Recommend approval** of the Job Description for the Upper Adams Middle School Dean of Students. (pages 4.3-4.5)
- 10). **Recommend approval** of the Job Description for Elementary School Lead Teacher. (pages 4.6-4.8)
- 11). **Recommend approval** to add the following individuals to the Teacher Substitute List:
 - 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). Emily Clark – Traditional, retroactive to 12/22/2014

c. *CLASSIFIED*

- 1). **Recommend approval** to accept the retirement of Nancy Asper, Administrative Assistant, Biglerville High School, last day April 6, 2015.
- 2). ****Recommend approval** to advertise for an Administrative Assistant.
- 3). **Recommend approval** to accept the retirement of Steve Heller, Head Custodian, Arendtsville Elementary, last day, June 30, 2015.

- 4). **Recommend approval** to post and advertise for Custodian as needed.
- 5). **Recommend approval** to accept the resignation of Jessica Dellinger, Cafeteria Worker, Bendersville Elementary School, last day January 9, 2015.
- 6). **Recommend approval** to post and advertise for Cafeteria Worker.
- 7). ****Recommend approval** of the involuntary resignation of employee #001767, last day January 9, 2015.
- 8). ****Recommend approval** to post and advertise for a Library Assistant/Cafeteria Aide
- 9). **Recommend approval** to 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.
- 10). ****Recommend approval** to accept the resignation of Tamra Ney, Instructional Assistant, Biglerville Elementary School, last day January 23, 2015.
- 11). ****Recommend approval** to post and advertise for Instructional Assistants.
- 12). **Recommend approval** to add the following individuals to the Classified Substitute List:
 - 1). Harold Cook, retroactive to 12/8/2014
 - 2). Erin Knight, retroactive to 12/11/2014
 - 3). Michele Reheard, retroactive to 12/17/2014

d. SUPPLEMENTAL CONTRACTS

- 1). No items

e. OTHER

- 1). **Recommend approval** to add the following individuals to the Volunteer Listing:
 - 1). Charles Dunn
 - 2). Barbara Rouzer
 - 3). Sarah Weigle

3. PROPERTY – Bill Seibert – Chairperson

- a. **Recommend approval** for the replacement of TACO Expansion Tank at Biglerville Elementary School in the amount of \$5,205.00.

4. TRANSPORTATION – Bill Seibert – Chairperson

- a. **Recommend approval** of the Radio System Maintenance Contract, January 1-December 31, 2015 in the amount of \$1,80.00.
- b. **Recommend approval** of the following School Express Substitute Drivers
 - 1). John Paul Davis
 - 2). Barbra Wise
 - 3). Wendy Gardner
 - 4). Desiree Schubert
 - 5). Shana McKeever
 - 6). ****Karen Wigfield**
- c. ****Recommend approval** of the following van drivers retro-active to August 20, 2014
 - 1). Faith Taylor
 - 2). Linda Ault
 - 3). John Hoedemaker
 - 4). Michelle Moyer
 - 5). Gary Showalter
 - 6). Jayne Lady

B. CURRICULUM AND EXTRA-CURRICULAR COMMITTEE REPORT

1. CURRICULUM – John Regentin - Chairperson

- a. ****Recommend approval** of the K-12 Art Curriculum

2. ATHLETICS – Craig Long – Chairperson

- a. No items

3. OTHER STUDENT ACTIVITIES – Craig Long – Chairperson

- a. **Recommend approval** of the French Foreign Trip April, 2016, tour includes time in London, Canterbury, Normandy, St. Malo and Paris.
- b. ****Recommend approval** of the overnight trip for the FFA ACES Leadership Conference, February 28 and March 1, 2015, in Harrisburg, PA.
- c. ****Recommend approval** of the overnight trip for the District Chorus Participant, District 7 Chorus, January 23-24, 2015, in Gettysburg, PA

C. POLICY REVIEW COMMITTEE REPORT – Ron Ebbert, Chairperson

1. First Reading:

- a. Policy 210 – Use of Medications (page 5.1-5.8)
- b. Policy 246 – Student Wellness (page 5.9-5.16)
- c. Policy 808 – Food Services (pages 5.17-5.18)

2. Second Reading:

- a. Policy 121 – Field Trips (pages 5.19-5.21)
- b. Policy 203.1 – HIV Infection (pages 5.22-5.25)
- c. ****Policy 916.1 – School Volunteers – Retro-active to 1/1/2015 (pages 5.26-5.28)**

D. MISCELLANEOUS AGENDA ITEMS – President – Elaine Jones

1. ****Appointment of Directors** to Board Committees: (page 6.1)

- a. PSBA Legislative Chair
- b. NSBA, FRN Legislative Chair
- c. York-Adams Tax Bureau Representative, Adams County Tax Collection Committee Representative – Michael Lawrence with the Business Administrator from Gettysburg School District and the Business Administrator from Bermudian Springs School District as alternates.

- 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 –Thursday, February 5, 2015 – 9:00 a.m.
2. Curriculum and Extra Curricular Committee –Tuesday, February 3, 2015 – 6:30 p.m.
3. Business and Operations Committee –Tuesday, February 3, 2015 –
Upon Completion of the Curriculum & Extra-Curricular Committee Meeting

B. Regular School Board Meeting – Tuesday, February 17, 2015 – 7:00 p.m.

XVI. ADJOURNMENT