Upper Perkiomen School District
Education Center
2229 East Buck Road
Pennsburg, PA 18073

March 14, 2024 - 7:00 p.m.

CODE OF ETHICS

The Board of School Directors agrees to:

- Welcome and encourage participation and cooperation by all
- Work with constituents in a spirit of harmony
- Base decision on the facts, vote our honest convictions, and be unswayed by partisan bias
- Devote time, thought, and study to our duties and responsibilities
- Resist any temptation or outside pressure to use our position to benefit ourselves
- Understand and evaluate the educational program and plan for school operations
- Provide oversight to the business of the School District, establish policies, and vest administration in the Superintendent of Schools
- Help the community have all the facts, all the time, about their schools
- Strive to maximize school board service in a spirit of teamwork and devotion to public education

BOARD OF DIRECTORS

Melanie Cunningham, President	Keith McCarrick
Peg Pennepacker, Vice-President	Emily McCormick
Sarah Bieber	JP Prego
Leah Cianfrani	Trina Schaarschmidt
Elizabeth Fluckey	Drew Bishop, Board Secretary (non-voting member)

ADMINISTRATORS

Dr. Allyn J. Roche, Superintendent
Dr. Andrea J. Farina, Assistant Superintendent
Drew Bishop, Business Administrator
Georgiann M. Fisher, Director of Human Resources

SOLICITOR

Kyle J. Somers, Esq.
Wisler Pearlstine, LLP

In order to assist in keeping an accurate record of the proceeding of this meeting, the meeting is being recorded by the District

I. CALL TO ORDER

A. Pledge of Allegiance

B. Roll Call
C. Introductions of Staff

II. BOARD PRESIDENT'S REPORT

III. SUPERINTENDENT'S REPORT

IV. STUDENT REPRESENTATIVE TO THE BOARD REPORT

V. SOLICITOR'S REPORT/SUNSHINE ACT ANNOUNCEMENTS

VI. PRESENTATIONS/DISCUSSION

A. First Reading of the following Board Policy & Administrative Regulation Revisions, Adoptions and Retirements:
   i) Policy No. 805.3 - Use of Force (New)
   ii) Policy No. 333 - Professional Development (Retire)
   iii) Policy No. 433 - Professional Growth (Retire)
   iv) Policy No. 433 AR - Professional Growth Guidelines (Retire)
   v) Policy No. 533 - Professional Growth Guidelines (Retire)
   vi) Policy No. 333 - Professional Development (Replacement of Current 333/433/533)

B. Review of UPSD Health & Safety Plan (no changes to current details)

C. 2023-24 End of School Year Dates
   i) UPHS Graduation - Wednesday June 5, 2024 (Rain Date Thursday June 6, 2024)
   ii) Last K-11 Student Day - Thursday June 6, 2024
   iii) Use of FID Days instead of Snow/Emergency Days for Remainder of 2023-24

VII. PUBLIC COMMENTS ON ACTION ITEMS

VIII. APPROVAL OF AGENDA

IX. APPROVAL OF MINUTES

A. Motion to approve the February 8, 2024 School Board Meeting Minutes (Attachment A)

X. OLD BUSINESS

A. Transportation Module Upgrade (Projected Installation - May 2024)

XI. NEW BUSINESS

XII. PERSONNEL REPORT

i) **RETIREMENTS**

(1) **Michele Kline, First Grade Teacher,** submitted her intent to retire at the end of the 2023-2024 school year.

ii) **RESIGNATIONS**

(1) **Gail Feather,** Cafeteria/Playground Aide, resigned her position, effective Friday, March 1, 2024.

(2) **Mark Stackhouse,** Cafeteria/Playground Aide, resigned his position, effective March 1, 2024.

(3) **David Vazquez-Gomez,** Food Service Worker, resigned his position with the district, effective March 7, 2024.

iii) **APPOINTMENTS**

(1) **PROFESSIONAL**

(a) **Jonathan Weber,** Speech and Language Therapist, to be hired, effective date to be determined, subject to a review of required employment history and clearances at Masters +30, Step 8.

(2) **SUPPORT STAFF**

(a) **Betania Garcia, Assistant Food Service Manager,** to be hired, effective March 4, 2024 subject to review of required employment history and clearances at $15.00/hour for the 2023-2024 school year.

(b) **Ashley Young, Paraprofessional,** to be hired, effective March 18, 2024, subject to review of required employment history and clearances at $18.50/hour.

(c) **Melissa Furey, Cafeteria/Playground Aide,** to be hired, effective date TBD, subject to review of her required employment history and clearances at $11.25/hour.

(3) **SUPPLEMENTAL POSITIONS**

(a) **ADVISORS/ COACHES** for the 2023-2024 school year:

AREA	POSITION	NAME	SALARY
Guidance	MS Advisor	Kate Harman	$1020.00

iv) **LEAVES OF ABSENCE**

(1) **Holly Yabroski,** intermittent Family and Medical Leave, beginning December 21, 2023, as needed.

(2) **Thomas Hontz**, Family and Medical Leave, beginning March 25, 2024 through April 17, 2024.

(3) **Nicole Zawada-Care,** approve Family and Medical Leave/ Maternity Leave (6-8 weeks) beginning on January 11, 2024 through April 10, 2024, extension of unpaid leave of absence through the end of the 2023-2024 school year.

XIII. ACTION ITEMS

A. Motion to approve the following Board Policy & Administrative Regulations Retirements, Repeals, Replacements & Adoptions
- i) Policy No. 612 - Purchases Not Budgeted (Repeal)
- ii) Policy No. 612 - Purchases Not Budgeted (Replacement)
- iii) Policy No. 614 - Payroll Authorization (Repeal)
- iv) Policy No. 614 - Payroll Authorization (Replacement)
- v) Policy No. 615 - Payroll Deductions (Repeal)
- vi) Policy No. 615 - Payroll Deductions (Replacement)
- vii) Policy No. 616 - Payment of Bills (Repeal)
- viii) Policy No. 616 - Payment of Bills (Replacement)
- ix) Policy No. 617 - Petty Cash (Retire)
- x) Policy No. 618 - Student Activity Funds (Repeal)
- xi) Policy No. 618 - Student Activity Funds (Replacement)
- xii) Policy No. 619 - District Audit (Reviewed)

B. Motion to approve the 2024-2025 Montgomery County Intermediate Unit Membership Services Budget at an anticipated cost of $36,069 which results in an increase to the District of $37 as recommended by the Finance Committee. (Attachment B)

C. Motion to approve the agreement with Pediatric Therapeutic Services for the school years 2024-2025, 2025-2026, 2026-2027 for the following services: Occupational Therapy and Physical Therapy. These services are provided at hourly rates, as provided on the attached document. (Attachment C)

D. Motion to approve Eastern Solar Glass for security window film installation at all schools in the amount of $65,145.25 to be paid from ESSER III funds as recommended by the Facilities Committee.

E. Motion to approve a 5 year contract with Edwards Business Systems, pending solicitor approval, for district wide copiers at an annual cost of $91,285.44 resulting in an annual savings of $10,924.44 over the current contract as recommended by the Finance Committee. (Attachment D)

F. Motion to designate Core-BTS as the PEPPM Mini Bid winner for an upgrade of Wireless Access Points for the 4-5 center and to authorize the administration to submit the bid to E-rate in an application to secure partial reimbursement of costs when purchased under an approved 2024-2025 budget. (Attachment E)

G. Motion for Sinkhole Remediation at Marlborough Elementary by Hildenbrand Excavation, Inc., for an amount not to exceed $3,800 as recommended by the Facilities Committee. (Attachment F)

H. Motion for Sinkhole Remediation at the Upper Perkiomen High School by Hildenbrand Excavation, Inc., for an amount not to exceed $2,250 as recommended by the Facilities Committee. (Attachment G)

I. High School Overnight Trips:
   i) Motion to approve an overnight trip for qualifying FBLA students to participate in the FBLA State Leadership Conference April 7-10, 2024, in Hershey, PA.
   ii) Motion to approve an overnight trip for qualifying TSA students to participate in the TSA State Championships April 17-20, 2024, in Seven Springs, PA.

J. Motion to approve the following Krise Transportation Staff for 2023-2024:
   i) Steven Gilbert
   ii) Desmond Kirton
   iii) Melanie Hageter

XIV. FINANCIAL REPORTS (Attachment H)

A. Operating Reports - February 2024
   i) Budget to Actual Summary
   ii) Budget to Actual Detail
   iii) Revenue Summary
   iv) Expenditure Summary
B. Cash Reports - February 2024
   i) Cash Balance Summary
C. Payroll - February 2024
D. Cafeteria - February 2024
E. Bills
   i) General Funds Expenditures

XV. NEW FOLLOW UP ITEMS

XVI. PUBLIC COMMENTS

XVII. BOARD COMMENTS

XVIII. ADJOURNMENT

FUTURE BOARD & COMMITTEE MEETINGS			
Policy Committee	03/18/24	5:00 pm	Education Center
Finance Committee	03/18/24	6:00 pm	Education Center
Educational Programs & Services Committee Meeting	03/21/24	5:30 pm	Education Center
Extracurricular Committee	03/25/24	6:00 pm	Education Center
Facilities Committee	03/25/24	7:00 pm	Education Center
Communication Committee	03/28/24	6:00 pm	Education Center
School Board Workshop	03/28/24	7:00 pm	Education Center
School Board Meeting	04/11/24	7:00 pm	Education Center

The Upper Perkiomen Board of School Directors appreciates your interest in and support for the students and their school experience.