UPPER PERKIOMEN SCHOOL DISTRICT

ANNUAL REORGANIZATION
OF
BOARD OF SCHOOL DIRECTORS

7:00 pm

DECEMBER 2, 2024

AGENDA

I. Call to Order by Past President

II. Pledge of Allegiance

III. Public Comments

IV. Election of Temporary President

III. Election of Officers
  A. President
  B. Vice-President

IV. Adjournment

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

December 2, 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
Peg Pennepacker, Vice-President
Sarah Bieber
Leah Cianfrani
Elizabeth Fluckey
Keith McCarrick
Emily McCormick
JP Prego
Trina Schaarschmidt
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

VII. PUBLIC COMMENTS ON ACTION ITEMS

VIII. APPROVAL OF AGENDA

IX. APPROVAL OF MINUTES
- A. Motion to approve the November 14, 2024 School Board Meeting Minutes (Attachment A)

X. OLD BUSINESS

XI. NEW BUSINESS
- A. **PERSONNEL REPORT**
  - i) **RESIGNATIONS**
    - (1) **Emily Koury,** MS Librarian resigned her position with the district, effective January 13, 2024.
    - (2) **Fabio Quiceno-Mercado,** full-time Custodian resigned his position with the district, effective November 15, 2024.
  - ii) **APPOINTMENTS**
    - (1) **PROFESSIONAL**
      - (a) **Angela Spinozzi,** School Psychologist, to be hired, effective date TBD, subject to review of required employment history and clearances at Masters +30, Step 9 for the 2024-2025 school year, prorated.
    - (2) **SUPPORT STAFF**
      - (a) **Michaella Miles,** full-time High School Administrative Assistant, to be hired, effective TBD, subject to review of required employment history and clearances at $18.00/hour, for the 2024-2025 school year.

(b) **Meagan Quinn,** High School Guidance Administrative Assistant, to be hired effective TBD, subject to review of required employment history and clearances at $18.00/hour, for the 2024-2025 school year.

(c) **Debra Niess,** Marlborough Administrative Assistant, existing employee, to be hired, effective TDB at $18.00/hour for the 2024-2025 school year.

(d) **Tori Ginter,** Paraprofessional, existing employee,, to be hired, effective date to TBD, at $18.50/hour for the 2024-2025 school year.

(e) **Jennifer Malloy,** Paraprofessional, to be hired effective December 4, 2024, subject to review of required employment history and clearances at $20.00/hour for the 2024-2025 school year.

(3) **SUPPLEMENTAL POSITIONS**

(a) Site Manager for Turf Rental

(i) Michael Freed

(b) Athletics

AREA	POSITION	NAME	SALARY
Cheerleading	MS Cheer Head Coach	Kristie Coombs	$2,000.00
Basketball	MS Boys Basketball Asst. Coach	Michael Scott	$2741.38

III. LEAVES

(1) **Kimberly Bast**, approve Short Term Disability Leave, beginning on September 30, 2024 through November 29, 2024, continuing until January 21, 2025.

(2) **Jen Senavaitis**, approve intermittent Family and Medical Leave, for the care of a covered family member, beginning on December 6, 2024 though March 6, 2025.

XII. ACTION ITEMS

A. Motion to approve the 2025 School Board Meeting and Workshop Dates. (Attachment B)

B. Election of a Upper Perkiomen School Board representative on the Western Montgomery County Career & Technical Center's Joint Operating Committee for a three-year term to expire December, 2027.

C. Motion to approve the following Board Policy & Administrative Regulations Repeal, Revision, Replacement, Retirements & Adoptions:

a. Policy No. 707 AR - Use of Facilities (Revision)

D. Between this meeting and the next meeting of the Board scheduled for January 9, 2025, the Board of School Directors authorizes the Superintendent to take action on behalf of and in the name of the District for the following purposes:

a. Hiring of teachers, support staff and other administrative employees for open budgeted positions where the failure to hire prior to January 9, 2025, could impair the ability of the District to attract the best candidates for such open and budgeted positions; and
b. Pay District bills to the extent that the payments reflect a budgeted expense. Any action taken by the Superintendent in accordance with this authorization shall be deemed to be the action of this Board. Such action shall be confirmed by the Board at the January 9, 2025 School Board meeting.

E. Motion to revise the Fund Balance Commitments of the 2023-2024 General Fund as specified below and recommended by the Finance Committee. This is a requirement of GASB 54 and our auditors.
   a. Committed Fund Balance - Capital Projects $5,000,000
   b. Committed Fund Balance - Technology Infrastructure $500,000
   c. Committed Fund Balance - Turf Field Replacement $222,685

F. Motion to adopt the attached Accelerated Budget Opt-Out Resolution, as per the recommendation from the Finance Committee, certifying that the real estate tax rate will not increase by more than the Adjusted Act 1 Index (Attachment C)

G. Motion to approve the advertisement of an invitation to bid for wastewater treatment repairs and rehabilitation at Marlborough Elementary as per the recommendation of the Facilities Committee.

H. Motion to approve Mark J. Sobeck Roof Consulting Inc. to proceed with design and bid package development for the following roofing projects for the Summer 2025 as per the recommendation of the Facilities Committee.
   a. 4-5 Center Roof Sections 10, 11, 16
   b. Upper Perkiomen High School - Section 21
   c. Marlborough Elementary - Section 1 (Ridgeline)

I. Motion to approve two proposals with Conexus, Inc. for the replacement of the hot water system controller at Hereford Elementary and for graphical changes and improved schematics of the HVAC systems per the recommendation of the Facilities Committee. (Attachment D and Attachment E)

J. Motion to approve a one year agreement with Tristate Elevator for elevator inspections and maintenance as per the recommendation of the Facilities Committee. (Attachment F)

K. Motion to approve a proposal with HT Lyons for a Preventative Maintenance agreement for the boilers at the 4th-5th Grade Center and Marlborough Elementary School per the recommendation of the Facilities Committee (Attachment G)

L. Motion to approve to two proposals with Buso Tree and Landscaping, LLC for tree/shrub removal at the 4th & 5th GC and tree removal/stump grinding at UPHS as recommended by the Facilities Committee. (Attachment H and Attachment I)

XII. FINANCIAL REPORTS

A. Operating Reports - Due to the date of December's meeting, November's reports will be included with December's reports in the January agenda.

B. Bills (Attachment J)

i) General Funds Expenditures

ii) Capital Funds Expenditures

XIII. NEW FOLLOW UP ITEMS

XIV. PUBLIC COMMENTS

XV. BOARD COMMENTS

XVI. ADJOURNMENT

FUTURE BOARD & COMMITTEE MEETINGS			
Ad Hoc Committee	12/12/24	6:00 pm	Education Center
School Board Meeting	1/9/25	7:00 pm	Education Center
Educational Programs & Services Committee Meeting (Tentative)	1/16/25	5:30 pm	Education Center
Ad Hoc Committee (Tentative)	1/16/25	6:30 pm	Education Center
Policy Committee Meeting (Tentative)	Tues. 1/21/25	5:00 pm	Education Center
Finance Committee Meeting (Tentative)	Tues. 1/21/25	6:00 pm	Education Center
Communications Committee Meeting (Tentative)	1/23/25	6:00 pm	Education Center - Conf Room A
School Board Workshop	1/23/25	7:00 pm	Education Center
Extra-Curricular Committee Meeting (Tentative)	1/27/25	6:00 pm	Education Center
Facilities Committee Meeting (Tentative)	1/27/25	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.