

**BOARD WORKSHOP**

**Virtual Meeting**

January 28, 2021 – 7:00 p.m.

**AGENDA**

**I. CALL TO ORDER**

- a. Pledge of Allegiance
- b. Roll Call

**II. APPROVAL OF MINUTES**

- a. Motion to approve the October 22, 2020 Board Workshop Minutes (Attachment A)

**III. BOARD PRESIDENT REPORT**

**IV. PRESENTATIONS**

- a. 2020-2021 Superintendent Goals
- b. Bond Counsel Presentation – Jonathan Cox, Bond Consultant with Eckert Seamans, and Jamie Doyle, Financial Advisor with PFM Financial Advisors, LLC

**V. PUBLIC COMMENTS ON AGENDA ITEMS**

**VI. PERSONNEL**

**a. RETIREMENTS**

- i. **Sandra M. Kassel**, Business Administrator submitted her intent to retire from the District, effective July 30, 2021.

**b. RESIGNATIONS**

- i. **Rose Radcliff**, Food Service Worker, resigned her position with the District, effective January 8, 2021.
- ii. **Rebecca McIntosh**, Paraprofessional, resigned her position with the District effective, January 11, 2021.
- iii. **Melissa Yaroschak**, Paraprofessional, resigned her position with the District, effective January 22, 2021.
- iv. **Monica Oswald**, Cafeteria/Playground Aide, resigned her position with the District, effective January 18 2021.
- v. **Ryan Cummings**, Cafeteria/Playground Aide, resigned his position with the District, effective January 7, 2021.
- vi. **Megan Rupell**, Cafeteria/Playground Aide, resigned her position with the District, effective January 7, 2021.

**c. APPOINTMENTS**

**i. SUPPORT STAFF**

- 1. **Zina Parillo**, full time Custodian, to be hired subject to review of employment history and required credentials at \$12.50/hour, effective date to be determined.

2. **Anya Delli Gatti**, Cafeteria/Playground Aide, to be hired subject to review of employment history and required credentials at \$10.50/hour, effective date to be determined.
3. **Kaila Dutko**, Cafeteria/Playground Aide, to be hired subject to review of employment history and required credentials at \$10.50/hour, effective date to be determined.
4. **Carissa Snyder**, Cafeteria/Playground Aide, to be hired subject to review of employment history and required credentials at \$10.50/hour, effective date to be determined.
5. **Darrius Smith**, Cafeteria/Playground Aide, to be hired subject to review of employment history and required credentials at \$10.50/hour, effective date to be determined.

ii. **Curriculum Assistants** for 2020-2021 school year:

Building	Name	Salary Schedule	Cost
MS	Melissa Swope	B	\$1,020.00*
4/5 Grade Center	Kate Stallings	B (50%)	\$510.00*
Hereford	Amber Anderson	B (50%)	\$510.00*
Marlborough	Dana Rosenberger	A (prorated- 128 days)	\$429.50*

*\*Previously approved – Revised costs*

d. **LEAVES OF ABSENCE**

- i. **Bob Haas**, approve Medical Sabbatical, effective January 27, 2021 through June 15, 2021.
- ii. **Kimberly Bast**, approve Family and Medical Leave, effective February 8, 2021 through March 22, 2021.

**VII. ACTION ITEMS**

- a. Motion to approve the adoption of the Resolution as presented by Bond Counsel, authorizing the issuance of the General Obligation Note, Series of 2021, to provide funds to be used towards the refunding of the School District’s General Obligation Bonds, Series of 2013, and a portion of its outstanding bonds, Series of 2016 and pay related costs.
- b. Motion to approve participation in the PJM Interconnection Emergency Load Response Program effective June 1, 2021 to May 31, 2024 through ENELX.
- c. Motion to approve Change Order GC-003 with Donald E. Reisinger, Inc. in the amount of \$775.05 to reconfigure the downspout of the security entrance canopy at Marlborough Elementary School in accordance with DER. (Attachment B)

**VIII. COMMITTEE REPORTS**

- a. Special Education & Pupil Services Committee – Judy Maginnis
- b. Curriculum & Instruction Committee – Dr. Kerry Drake
- c. Extracurricular Committee – Peg Pennepacker

- d. Facilities Committee – Melanie Cunningham
- e. Finance Committee – Melanie Cunningham
- f. Policy Committee – Raeann Hofkin
- g. Western Montgomery Career & Technology Center – Stephen Cunningham
- h. Montgomery County Intermediate Unit – Judy Maginnis
- i. Legislative Liaison Report – Peg Pennepacker
- j. Upper Perkiomen Education Foundation – Mike Elliott
- k. Regional Planning Commission Representative – Dr. Kerry Drake

**IX. PUBLIC COMMENTS**

**X. BOARD COMMENTS**

**XI. ADJOURNMENT**

**UPPER PERKIOMEN SCHOOL DISTRICT**  
**2229 East Buck Road**  
**Pennsburg PA 18073**

**BOARD WORKSHOP**  
**October 22, 2020**

**CALL TO ORDER**

The Board Workshop of the Board of School Directors of the Upper Perkiomen School District was called to order by President Kerry Drake, at 7:00 p.m. as a virtual meeting.

The following Board members attended: Dr. Kerry A. Drake, Mike W. Elliott, Melanie R. Cunningham, Stephen L. Cunningham, Dana E. Hipszer, Raeann Hofkin, Judy Maginnis, Keith McCarrick, and Peg Pennepacker. Administration in attendance were: Allyn Roche, EdD., Andrea Farina, EdD., Sandra Kassel and Georgiann Fisher. Others in attendance were: Kyle Somers, Kim Bast, Allison Stephens, Maureen Zavadel, Art Vigilante, Robert Carpenter, EdD., Ethan Wambold, Skylar Ritz, Jenn Moran, Thomas Buseck, Carol Elias, Amberlynn Carter, Mary Cannon, Jim Papeika, Kimberly Hickson, Rebecca Hinderliter, Barry Seeney, Jeremy Fischer, Kristen Fischer, Melissa DeSantis, Sara Rice, Jessica Kuntz, Brittany Wirth, Jessica H., Alicia Coughlan, Lindsey Borgese, Cookie McGowan, Melissa Carreras, Christine Schmoyer, Vicki Lightcap, Fred Schutte, Rickie Bowes, Jake Engle, Jackie Tomlin, Shannon Downs, Brian Downs, Megan Hathaway, and Lisa Trimbur.

**APPROVAL OF MINUTES**

Motion by Melanie Cunningham, seconded by Stephen Cunningham, to approve the **September 24, 2020, Board Workshop Minutes** (Attachment A). Motion carried; all voted aye.

**PRESENTATIONS**

- a. Introduction & Oath of Office of Student Board Representatives for 2020-2021 school year.

Dr. Drake administered the Oath of Office to Ethan Wambold and congratulated him and welcomed him to the Board. Enoc Padilla was at a high school soccer game and will join the Board meeting in November.

- b. School Reopening Plans and Recommendations – presented by UPSD Administration

Dr. Roche and Dr. Farina presented a slide show that showed clarifications based upon feedback & concerns shared by parents/teachers, PDE Guidance and other informative slides. They explained the process and procedures that would be necessary to follow guidelines to return to school. The District Recommendation would be K-12 Hybrid Programming beginning on November 30, 2020. The decision of the administration is significantly impacted by the Board's direction to adhere to the 6 feet recommendation. This model would be the only one that provides all students K-12 with the opportunity to access brick and mortar instruction at 6 feet.

Kim Bast presented an example of a Secondary teacher technology station and discussed the educational model for secondary students. She talked about students in K-5 and transitioning. Dr. Carpenter and Mrs. Siegfried talked about a perspective hybrid model and the daily schedules for secondary students. Mrs. Stephens, Mr. Vigilante and Mrs. Zavadel presented examples of elementary daily schedules and elementary student expectations,

There were many comments and questions from Board members concerning the return to school.

**President Drake called for a recess at 9:35 pm. The meeting reconvened at 9:45 pm.**

Dr. Drake announced that the committee reports will be tabled until the next meeting.

**PUBLIC COMMENTS ON AGENDA ITEMS**

Skylar Ritz, Palm  
Jenn Moran, Pennsburg  
Thomas Buseck, East Greenville  
Carol Elias, Red Hill  
Amberlynn Carter, East Greenville  
Mary Cannon, Hereford Township  
Jim Papeika, Marlborough Township  
Kim Hickson, Marlborough Township  
Rebecca Hinderliter, Marlborough Township  
Barry Seeney, Marlborough Township  
Jeremy & Kristen Fischer, Marlborough Township  
Melissa DeSantis, Pennsburg  
Sara Rice, Red Hill  
Jessica Kuntz, Red Hill  
Brittany Wirth, Pennsburg  
Jessica H., Pennsburg  
Alicia Coughlan, Marlborough Township  
Lindsey Borgese, Upper Hanover Township  
Cookie McGowan, Hereford Township  
Melissa Carreras, East Greenville

Questions and concerns about students returning to school, what the hybrid model will look like, who the teachers will be, and issues with mask wearing were brought up and asked. In addition several people shared their displeasures on school still being held virtually.

**PERSONNEL**

Motion by Keith McCarrick, seconded by Stephen Cunningham, to approve the **Personnel Report as presented:**

**a. RESIGNATIONS**

- i. **Tina Coletta Quinn**, Second Grade Teacher, Marlborough Elementary School resigned her position with the District effective December 9, 2020.

**b. APPOINTMENTS**

**i. SUPPORT STAFF**

- 1. **Stephanie Cooper**, full time Custodian for the District, to be hired effective November 2, 2020, subject to employment history review and satisfactory completion of required clearances and background checks at \$12.50/hour for the 2020-2021 school year.
- 2. **Taylor Catarious**, current district employee appointed to the position of High School Administrative Assistant at the rate of \$13.53/ hour for the 2020-2021 school year.

**ii. SUPPLEMENTAL POSITIONS for the 2020-2021 school year:**

AREA	POSITION	NAME	SCHEDULE	SALARY
Middle School	Reading Olympics	Mary Wietecha	A	\$1469.00

c. **LEAVES OF ABSENCE**

- i. **Susan Coffey**, approve Family and Medical Leave, beginning on January 13, 2021 and continuing to approximately March 10, 2021.
- ii. **Beth Avanzato**, approve request for an unpaid extension to Family and Medical Leave through January 20, 2021.

Motion carried; all voted aye.

**ACTION ITEMS**

- a. Motion by Keith McCarrick, seconded by Mike Elliott, to **appoint Ethan Wambold (Gr. 12) and Enoc Padilla (Gr. 11) as Student Representatives to the Board of School Directors**, each for a term of one school year. Motion carried; all voted aye.

Motion by Stephen Cunningham, seconded by Keith McCarrick, to approve **Action Items b, c, d, and e:**

- b. Motion to **ratify the sub-grant agreement for Montgomery County CARES Act Funding** by and between the Montgomery County Intermediate Unit (MCIU) and the Upper Perkiomen School District in the amount of \$394,625.98 for the project period March 1, 2020 through December 30, 2020.
- c. Motion to approve the **agreement with Lakeside for the provision of three in-school counselors to be funded using the Ready to Learn Grant** for the 2020-2021 school year (Attachment B).
- d. Motion to approve the **Hewlett-Packard Financial Services Company agreement to purchase a portion of the equipment leased to the Upper Perkiomen School District**. (Attachment C)
- e. Motion to approve an **architectural services proposal in the amount of \$11,750 with Muhlenberg Greene Architects of Wyomissing, PA** to conduct a feasibility study for possible renovations to the kindergarten wing of Hereford Elementary School. Muhlenberg Greene Architects will investigate three possible renovation scenarios and provide preliminary cost estimates. (Attachment D).

Motion carried; all voted aye.

**SOLICITOR'S REPORT ADDED**

Kyle Somers announced that an Executive Session was held prior to this evening's meeting for the purpose of discussing a matter involving a tax assessment appeal, and also a matter involving collective bargaining.

**ACTION ITEMS CONTINUED**

- f. Motion by Judy Maginnis, seconded by Peg Pennepacker, to approve **the recommendation to transition to a K-12 Hybrid Instructional Model beginning November 30, 2020**.

Motion by Keith McCarrick, seconded by Raeann Hofkin, to **amend the motion to return to school in person five days a week for all students with a virtual option**.

ROLL CALL VOTE: M. Cunningham – yes, S. Cunningham – yes, **Elliott – no, Hipszer – no, Hofkin – yes, Maginnis – no, McCarrick – yes, Pennepacker – no, Drake – no**. Motion failed.

Motion by Stephen Cunningham, seconded by Keith McCarrick, to **amend the motion to approve Grades K-5 to return to school in person five days a week utilizing existing staff and not maintaining 6ft. distance, and Grades 6-12 in the Hybrid Instructional Model, maintaining 6ft. of distance.** ROLL CALL VOTE: S. Cunningham – yes, Elliott – no, Hipszer – no, Hofkin – yes, Maginnis – no, McCarrick – yes, Pennepacker – no, M. Cunningham – yes, Drake – yes. Motion passed.

Motion by Keith McCarrick, seconded by Stephen Cunningham, to **amend the motion to approve Grades 6-12 to transition from hybrid to full-time five days in person at the start of the second semester.** ROLL CALL VOTE: Elliott – no, Hipszer – no, Hofkin – yes, Maginnis – no, McCarrick – yes, Pennepacker – no, M. Cunningham – yes, S. Cunningham – yes, Drake – yes. Motion passed.

Motion to approve **Grades K-5 to return to school in person five days a week utilizing existing staff and not maintaining 6ft. distance, and Grades 6-12 in the Hybrid Instructional Model, maintaining 6ft. of distance beginning on November 30, 2020 and for Grades 6-12 to transition from hybrid to full-time five days in person at the start of the second semester.** ROLL CALL VOTE: Hipszer – no, Hofkin – yes, Maginnis – no, McCarrick – yes, Pennepacker – no, M. Cunningham – yes, S. Cunningham – yes, Elliott – no, Drake – no. Motion failed.

Motion by Judy Maginnis, seconded by Peg Pennepacker, to approve **the recommendation to transition to a K-12 Hybrid Instructional Model beginning November 30, 2020.** ROLL CALL VOTE: Hofkin – no, Maginnis – yes, McCarrick – yes, Pennepacker – yes, M. Cunningham – no, S. Cunningham – no, Elliott – yes, Hipszer – yes, Drake – yes. Motion passed.

## **PUBLIC COMMENTS**

Christine Schmoyer, Pennsburg  
Mary Cannon, Hereford Township  
Vicki Jo, Pennsburg  
Fred Schutte, Pennsburg  
Rickie Bowes, Pennsburg  
Jake Engle, Upper Hanover Township  
Barry Seeney, Green Lane  
Skylar Ritz, Palm  
Jackie Tomlin, Hereford Township  
Brian Downs, Upper Hanover Township  
Megan Hathaway, Marlborough Township  
Jeremy & Kristen Fischer, Green Lane  
Becky Gamboa, Upper Hanover Township  
Lisa Trimbur, Upper Hanover Township

Questions about students returning to school, what virtual options there are for secondary students, and the schedule for Kindergarten were asked. In addition several people shared their thoughts on how they felt parents should be able to make the choice if their students returned to school or not.

Keith McCarrick, seconded by Raeann Hofkin, to Grades K-5 to return to school in person five days a week utilizing existing staff and not maintaining 6ft. distance, and Grades 6-12 in the Hybrid Instructional Model, maintaining 6ft. of distance beginning on November 30, 2020 and for Grades 6-12 to transition from hybrid to full-time five days in person at the start of the second semester.

**Mr. Somers advised that this particular item was already voted on in the meeting and in order for an identical item that failed to come up again, someone who voted against it would need to make the motion.**

**PUBLIC COMMENTS CONT'D**

Brian Downs, Upper Hanover Township  
Jeremy & Kristen Fischer, Green Lane

All expressed their displeasure in not returning to school five days a week.

**ADJOURNMENT**

Motion by Stephen Cunningham, seconded by Melanie Cunningham, to **adjourn the meeting at 12:37 am**. Motion carried; all voted aye.

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Sandra M. Kassel, Board Secretary





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**RECEIVED**  
UPPER PERKIOMEN SCHOOL DISTRICT  
JAN 19 2021

## Change Order

## BUSINESS OFFICE

**PROJECT:** (Name and address)  
Entrance Security Improvements  
Marlborough Elementary & Upper  
Perkiomen High School

**CONTRACT INFORMATION:**  
Contract For: General Construction  
Date: June 29, 2020

**CHANGE ORDER INFORMATION:**  
Change Order Number: GC-003  
Date: January 4, 2021

**OWNER:** (Name and address)  
Upper Perkiomen School District  
2229 E. Buck Road  
Pennsburg PA 18073

**ARCHITECT:** (Name and address)  
Muhlenberg Greene Architects, Ltd.  
955 Berkshire Boulevard, Suite 101  
Wyomissing, PA 19610-1278

**CONTRACTOR:** (Name and address)  
Donald E. Reisinger, Inc.  
717 E. Washington Street  
West Chester, PA 19380

### THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

1. Labor and Material to reconfigure the downspout of the Security Entrance canopy at the Marlborough Elementary School; in accordance with DER Proposal dated 12/10/20.

ADD THE SUM OF \$775.05

The original Contract Sum was	\$	258,100.00
The net change by previously authorized Change Orders	\$	-20,837.26
The Contract Sum prior to this Change Order was	\$	237,262.74
The Contract Sum will be increased by this Change Order in the amount of	\$	775.05
The new Contract Sum including this Change Order will be	\$	238,037.79

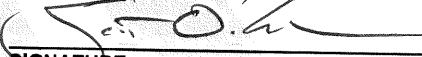
The Contract Time will be increased by Zero (0) days.  
The new date of Substantial Completion will be

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

### NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Muhlenberg Greene Architects, Ltd.

**ARCHITECT** (Firm name)

  
SIGNATURE

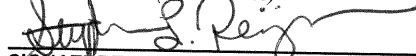
Scott O. Graham, AIA, LEED AP+,  
Project Architect

**PRINTED NAME AND TITLE**

1/4/2021  
DATE

Donald E. Reisinger, Inc.

**CONTRACTOR** (Firm name)

  
SIGNATURE

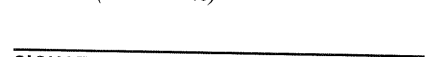
Stephen L. Reisinger, President

**PRINTED NAME AND TITLE**

1/7/21  
DATE

Upper Perkiomen School District

**OWNER** (Firm name)

  
SIGNATURE

Douglas Kenwood, Director of Facilities  
& Operations

**PRINTED NAME AND TITLE**

DATE

**DONALD E. REISINGER, INC.**  
 717 E. WASHINGTON ST.  
 WEST CHESTER, PA 19380  
 610-696-6921 fax 610-696-2352  
[steve@donaldereisinger.com](mailto:steve@donaldereisinger.com)

**Proposal**

Date: 12/10/2020

Project: Upper Perkiomen School District Marlborough Elementary School

Description: Reconfigure the downspout of the security entrance canopy to flow into the grass to the right side of the sidewalk. This includes patching the outlet on the canopy that's on the left side, cutting a new one on the right and installing 3x4 square downspout to the brick.

**LABOR**

	<u>Hours</u>	<u>Base Rate</u>	<u>Fringes</u>	<u>Rate</u>	<u>Total</u>
Supervisor	0	41.90	27.59	69.49	-
Carpenter	6	41.90	27.59	69.49	416.94
Laborer	0	32.05	25.25	57.30	-
					416.94
Social Security				6.20%	25.85
Medicare				1.45%	6.05
Federal Unemployment				0.84%	3.51
State Unemployment				7.9307%	33.07
Workers Compensation				8.08%	33.69
Public Liability Insurance				2.00%	8.34
				Sub Total	527.44
Overhead, Gen. Supt. & Profit on Labor				15%	79.12
				Total Labor	606.55

**MATERIAL/EQUIPMENT/SUBS**

	<u>Units</u>	<u>Unit Price</u>	<u>Total</u>
10' of 3x4 downspout, gutter outlet, and elbow			100.00
color matched green paint to match canopy			50.00
	0	-	-
	0	-	-
			Sub Total 150.00
Overhead on Material/Equip/Sub			5% 7.50
			Total M/E/S 157.50

**SUMMARY**

Labor		606.55
Mat/Equip/Subs		157.50
		Sub Total \$ 764.05
Additional Bond Premium	1.440%	11.00
<b>Total Proposal</b>		<b>\$ 775.05</b>

Stephen Reisinger  
 President

12/10/2020 Owner

Date