

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

September 12, 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. PSBA Recognition
- B. 2024-25 Superintendent Goals
- C. Review of UPSD [Health & Safety Plan](#) (no changes and final review)

VII. PUBLIC COMMENTS ON ACTION ITEMS

VIII. APPROVAL OF AGENDA

IX. APPROVAL OF MINUTES

- A. Motion to approve the August 8, 2024 School Board Meeting Minutes ([Attachment A](#))

X. OLD BUSINESS

XI. NEW BUSINESS

A. PERSONNEL REPORT

i) RETIREMENTS

- (1) **Gisele McCabe**, Administrative Assistant to the Superintendent, submitted her intent to retire from the district, effective October 26, 2024.

ii) RESIGNATIONS

- (1) **Danielle Devine**, Cafeteria/Playground Aide resigned her position with the district, effective August 25, 2024.
- (2) **DeShaun Newland**, Paraprofessional, resigned her position with the district, effective September 3, 2024.

iii) **APPOINTMENTS**(1) **PROFESSIONAL**

- (a) **Emily Clements, Hereford LTS Teacher**, to be hired, effective date TBD, subject to review of required employment history and clearances at Bachelor's, Step One prorated, for the 2024-2025 school year.
- (b) **Stephanie Jakovac**, ESL Teacher, to be hired, effective date TBD, subject to review of required employment history and clearances at Masters +15, Step Two, prorated for the 2024-2025 school year.

(2) **SUPPORT STAFF**

- (a) **Emily Hubbs**, MS 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.
- (b) **Mary Walter**, Part- Time Food Service Worker, to be hired, effective TBD, subject to review of required employment history and clearances at \$14.00/hour for the 2024-2025 school year.
- (c) **Lisamarie Mininno**, Cafeteria/Playground Aide, to be hired, effective September 10, 2024, subject to review of required employment history and clearances at \$11.25/hour for the 2024-2025 school year.

(3) **SUPPLEMENTAL POSITIONS**(a) **COACHES**

AREA	POSITION	NAME	SALARY
Water Polo	HS Assistant Coach	Philip Detwiler	\$3,797.30
Cheerleading	HS Assistant Coach	Briana Wolfgang	\$2,600.00
Field Hockey	HS Assistant Coach	Shannon Griffin	\$3,797.30
Soccer	MS Boys Assistant Soccer Coach	Scott Cole	\$1898.65

(b) **ADVISORS**

AREA	POSITION	NAME	SCHEDULE	AMOUNT
Sound and Light	HS Technician	Mark P. Thomas	A	\$1,224.00
Music	HS Orchestra	Mark P. Thomas	A	\$1,836.00
Music	HS/Band	Kierstin Hildebrand	A	\$10,814.00

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Music	Band Assistant	Blake A. Bergey	A	\$1,330.00
Music	Band Assistant	Robin Plasencia	A	\$1,330.00
Music	Band Assistant	Tom Mitchell	A	\$1,330.00
Music	HS Chorus	Mark P. Thomas	A	\$3,351.00
Student Council	Advisor, High School	Amy A. Lychock	A	\$3,351.00
Class Advisor	Advisor, 12th Grade	Mark P. Thomas	A	\$3,570.00
Class Advisor	Advisor, 11th Grade	Angela Traub	A	\$1,275.00
Class Advisor	Advisor, 10th Grade	Jennifer L. Rosch	A	\$1,020.00
Class Advisor	Advisor, 9th Grade	Colby R. Phillips	A	\$1,020.00
Publications	HS Yearbook Advisor	Monica I. Griffith	A	\$3,351.00
Publications	HS Yearbook Assistant	Daniel J. Hawthorne	A	\$1,678.00
Publications	UPN Crew Advisor (formerly) HS Newspaper Advisor	Emily Barker	A	\$3,351.00
Business Club (FBLA)	Advisor	John R. Williamson	A	\$2,161.00
Debate Club	Advisor	Angela Traub	A	\$2,161.00
National Honor Society (NHS)	Advisor	Colby R. Phillips	A	\$2,161.00
LEO Club	Advisor	Danielle Hawthorne (50%)	A	\$812.00
LEO Club	Advisor	Tasha Rushatz (50%)	A	\$812.00
Technology Student Assn. (TSA)	Advisor - High School	Blake Bardman	A	\$2,161.00
Technology	Webmaster	Emily Barker	A	\$550.00
Gaming Club	Advisor	Taylor Gregory	A	\$1,530.00
Environmental Club	Advisor	Daniel Moyer	B	\$1,224.00
Reading Olympics	Coaches - High School	Danielle Hawthorne	A	\$734.00

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Tutoring Club	Advisor	Leanne LeGendre (50%)	A	\$765.00
Writing Club	Advisor	Timothy Herbert (50%)	A	\$765.00
Writing Club	Advisor	Danielle Hawthorne (50%)	A	\$765.00
Art Club	Advisor	Phil DiWilliams (50%)	A	\$765.00
Art Club	Advisor	Amy Lychock (50%)	A	\$765.00
Performance Positions	Musical Director - HS	Alicia Austin	A	\$3,060.00
Performance Positions	Musical Director - HS Asst.	Colby Phillips	A	\$1,301.00
Performance Positions	Drama/Musical Director - HS Asst.	Matt Austin	A	\$1,301.00
Performance Positions	Drama/Musical Director HS Assistant	Nolan Benner	A	\$1,301.00
Performance Positions	Drama/Musical Director HS Assistant	Jennifer Dancy	A	\$1,301.00
Link Crew (Contract 1 of 2)	HS Advisor	Megan Hoglund (66.66%)	A	\$1,020.00
Link Crew (Contract 1 of 2)	HS Advisor	Briana Wolfgang (33.33%)	B	\$408.00
Link Crew (Contract 2 of 2)	HS Advisor	Brian Hansley (66.66%)	A	\$1,020.00
Link Crew (Contract 2 of 2)	HS Advisor	Briana Wolfgang (33.33%)	B	\$408.00
Where Everyone Belongs (W.E.B.)	MS Advisor	Jamye Brien (50%)	B	\$480.00
Where Everyone Belongs (W.E.B.)	MS Advisor	Emily Calaman (50%)	B	\$480.00

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Where Everyone Belongs (W.E.B.)	MS Advisor	Brianna Martinez (50%)	A	\$600.00
Where Everyone Belongs (W.E.B.)	MS Advisor	Katrina Harman (50%)	A	\$600.00
Sound and Light	MS Technician	Jodie Sell	A	\$735.00
Music	MS Orchestra	Margaret Lerch	A	\$1,428.00
Music	MS Band	Robin Plasencia	A	\$2,485.00
Music	MS Chorus	Julia Kelbaugh	A	\$1,620.00
Student Council	MS Advisor	Cheryl Stotsenburg (50%)	A	\$839.00
Student Council	MS Advisor	Kathleen Rambo (50%)	A	\$839.00
Publications	MS Yearbook Advisor	Kristin Wehr	B	\$1,342.00
Publications	Newspaper Advisor, MS	Jodie Sell	A	\$1,678.00
Nat. Honor Society	MS Advisor	Jodie Sell (50%)	B	\$480.00
Nat. Honor Society	MS Advisor	David Pierce (50%)	B	\$480.00
Gaming Club	MS Advisor	Philip Detwiler	A	\$1,200.00
MS Studio	MS Advisor	Christian Fowkes	A	\$1,200.00
Reading Olympics	Coaches - MS	Joe Dulin	A	\$1,469.00
Performance Positions	Drama/Musical Assistant - MS	Rich Kressly	B	\$960.00
Performance Positions	Drama/Musical Assistant - MS	Julia Kelbaugh	B	\$960.00
Performance Positions	Drama/Musical - MS Assistant	Alyssa Jones	B	\$960.00
Webmaster	MS Technician	Luke Verna	A	\$550.00
Tutoring Club	MS Advisor	Michelle Stone (50%)	A	\$600.00
Community Service Club (Marlborough)	Advisor	Shae Reinhart	A (50%)	\$435.00

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Community Service Club (Marlborough)	Advisor	Stacy Swavely	B (50%)	\$348.00
Reading Olympics	Grade 4 Advisor	Beth Avanzato	A	\$1,469.00
Reading Olympics	Grade 5 Advisor	Bonnie Scott	A	\$1,469.00
Photojournalism Club (4th/5th Gr. Center)	Advisor	Kelly Rorvik	A	\$870.00
Odyssey of the Mind (HFD Elementary)	Advisor	Dana Braun	B	\$348.00
Odyssey of the Mind (HFD Elementary)	Advisor	Jenn Breuning	B	\$348.00
Elementary Chorus	Advisor	Tina Arnold	A	\$1,020.00
Elementary Band	Advisor	Brandon Bennett	A	\$2,485.00
Elementary Orchestra	Advisor	Brandon Bennett	A	\$1,020.00

(c) **HIGH SCHOOL DETENTION PROCTORS FOR THE 2024-2025 SCHOOL YEAR:**

- (i) Monica Griffith
- (ii) Diane Grandizio
- (iii) Deb Burns
- (iv) Nicole Muhleisen
- (v) Laura Hilehoffer
- (vi) Ruth Guenther
- (vii) Molly McCarthy

(d) **MIDDLE SCHOOL DETENTION PROCTORS FOR THE 2024-2025 SCHOOL YEAR:**

- (i) Ruth Guenther
- (ii) Michelle Stone
- (iii) Christian Fowkes
- (iv) Gloria Hendricks
- (v) Amy Trimble
- (vi) Robin Plasencia
- (vii) James Crognale
- (viii) Cheryl Stotsenberg
- (ix) Philip Detwiler
- (x) Brien Kalnoski
- (xi) Molly Strecker

(xii) Deb Macioge

(xiii) Julia Kelbaugh

iv) **LEAVES OF ABSENCE**

- (1) **Melissa Smith**, approve Family and Medical Leave, beginning on October 17, 2024 through November 14, 2024.
- (2) **Christine Dowd**, approve Unpaid Leave of Absence beginning on September 16, 2024 through December 31, 2024.
- (3) **Stephanie Diehl**, approve Intermittent Family and Medical Leave, beginning on September 3, 2024.

XII. ACTION ITEMS

- A. Motion to approve Melanie Cunningham and Peg Pennepacker to attend the PASA-PSBA 2024-2025 School Leadership Conference, October 6th - 8th, 2024, in Mt. Pocono, PA for an estimated cost of \$2,136.00.
- B. Special Education Services:
 - i) Motion to approve Agreement with The Camphill School for the 2024-2025 school year for the following services: 1:1 Aide care in the amount of \$42,300, Speech, Occupational Therapy, and Physical Therapy at a group rate of \$110/hour and an individual rate of \$135/hour.
- C. Motion to approve an agreement to participate in a Dual Enrollment Degree Acceleration Program at Montgomery County Community College until June 30, 2025. ([Attachment B](#))

XIII. FINANCIAL REPORTS ([Attachment C](#))

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

XIV. NEW FOLLOW UP ITEMS

XV. PUBLIC COMMENTS

XVI. BOARD COMMENTS

XVII. ADJOURNMENT

FUTURE BOARD & COMMITTEE MEETINGS			
Policy Committee Meeting	09/16/24	5:00 pm	Education Center
Educational Programs & Services Committee Meeting	09/19/24	5:30 pm	Education Center
Finance Committee Meeting	09/23/24	5:00 pm	High School Library
Extracurricular Committee Meeting	09/23/24	6:00 pm	High School Library
Facilities Committee Meeting	09/23/24	7:00 pm	High School Library
Communication Committee Meeting	09/26/24	6:00 pm	Education Center
School Board Workshop	09/26/24	7:00 pm	Education Center
School Board Meeting	10/10/24	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.