

MIDDLETOWN AREA SCHOOL DISTRICT
School Board Agenda Planning Meeting
May 9, 2017 - 6:00 p.m.
MINUTES

Board Members in attendance: Mike Corradi, Melvin Fager Jr., David John, Dr. Brian Keating, Christopher Lupp, Linda Mehaffie, Darnell Montgomery, John Ponnett, Jr. and Jennifer Scott

Board Members not in attendance: None

Staff/Public in attendance:

District Administration: Dr. Lori Suski, Superintendent of Schools; David Franklin, Chief Financial Officer/Board Secretary, Michael Carnes, MAHS Principal, Darren DiCello, Director of Technology and Digital Learning, Jeremy King, Director of Athletics/Assistant Principal, William Meiser, Director of Operations, Christine Mostoller, Director of Curriculum, Instruction and Assessment, Heidi Zula, Director of Human Resources

District Staff: Dr. Elizabeth Gannon-Rittenhouse, Dennis Hain, Liz Strite, Jody Zorbaugh

Interested Students and Citizens: Charlie Bowen, Carol Hoffman, James Noon, Rhonda C. Spencer

Reporter: None

Call to Order

Mrs. Mehaffie called the meeting to order and reported that the School Board met in Executive Session prior to the Board Meeting at 5:30 p.m. to discuss personnel matters and student matters.

Mrs. Mehaffie asked those present to participate in the Pledge of Allegiance and a moment of silent meditation.

Roll Call

Mrs. Mehaffie asked the Secretary, David Franklin, to call the roll. A quorum was present as noted above.

Introduction of Meeting Guests and Presentations

Candidates for Employment

Dr. Suski identified candidates for employment that were in attendance at the Board meeting. The following candidates introduced themselves: Dennis Hain.

Presentations

Fighting Addiction Middletown Style (FAMS) – *presented by Carol Hoffman and James Noon*

Carol Hoffman said that the organization formed earlier this year. Ms. Hoffman said that the organization is aimed at providing assistance to families that are dealing with opioid addiction. Ms. Hoffman noted

statistics about how drug overdoses resulted in more deaths in Dauphin County than car accidents in the last year. Ms. Hoffman stated that she personally knows of five individuals that died of drug overdoses in the last two months. Ms. Hoffman said that there is a need to start education about drug addiction at an early age. James Noon commented about the recent death of a sixth grader in western Pennsylvania from a drug overdose. Mr. Noon said that the organization would like to see curriculum regarding drug overdose beginning at the fifth grade level. Mr. Noon said that kids are being exposed to things now that they were never exposed to in the past. Mr. Noon discussed a program that is available for upper elementary grades that explores the human brain and the impact of drugs on the brain. Mr. Noon proposed that assemblies could be held to provide some of the information. Mr. Noon said that the organization is hoping to provide some of this education in conjunction with what parents are already teaching to their kids at home since kids are in school for one third of their day. Mr. Noon noted that resources exist from the Communities that Care program and the Attorney General's office and that much of the materials are available free of charge. Mr. Noon said that FAMS wants to partner with the District at no cost to the District.

District-Wide Art Curriculum – *presented by Liz Strite*

Liz Strite spoke as the chair of the Art Department and reviewed the proposed curriculum revisions. Mrs. Strite said that the curriculum has been kept broad to provide flexibility to the teacher. Mrs. Strite said that this is especially beneficial for the elementary level since there will be two new teachers at that level next year. Mrs. Strite discussed the addition of post-modern principles into the middle school and high school curriculum. Mrs. Strite said this is a relatively new addition and has been added at Cumberland Valley SD and Garnet Valley SD. Mrs. Strite explained the influence that these principles would have on the curriculum.

Public Comment

Charlie Bowen, 36 W. High Street, Middletown, PA, asked the School Board to consider reinstatement of the classroom portion of driver's education into the curriculum. Mr. Bowen said that when he retired from the District in 2011 the School Board made a decision to discontinue driver's education. Mr. Bowen said that he thought this was a decision that should be reversed. Mr. Bowen said that he now teaches behind-the-wheel driver's education for the Capital Area Intermediate Unit and that he deals with students from six school

districts. Mr. Bowen said that Middletown is the only school district of the six that does not have classroom instruction in the school. Mr. Bowen acknowledged the need to be concerned about school district budgets and possible tax increases but felt that driver's education was worth having in the curriculum even though it is not required because he believes that it would save student lives. Mr. Bowen said that he doesn't provide behind-the-wheel instruction for many District students anymore (average of 20 compared to 115 when he was employed by the District). Mr. Bowen said that he believes that the parent cost is a reason why he doesn't have more students. Mr. Bowen said that the behind-the-wheel fee is \$290 and that online classroom instruction is \$119. Mr. Bowen said that another benefit of driver's education is that parents can save money on their insurance. Mr. Bowen said that he is aware that there is a teacher on staff who is interested in obtaining the certification to teach driver's education. Mr. Bowen asked that the School Board give consideration to his request.

Mrs. Mehaffie assured Mr. Bowen that the School Board and Administration do take the lives of children seriously. Mrs. Mehaffie noted that the School Board discussed driver's education earlier this year in a Finance Committee meeting and she believed that he was provided the information that was discussed.

Mr. Franklin said that the analysis reviewed earlier this year indicated that it would be necessary to add a teaching position to the budget (and would result in a significant cost when the District was looking at the need for a 3.3% tax increase for 2017-2018).

Mrs. Mehaffie thanked Mr. Bowen for his comments.

Secretary's Report

Minutes

Mr. John moved and Mr. Montgomery seconded a motion to approve the minutes of the April 24, 2017 School Board General Business Meeting. The vote to approve the motion was 9 to 0.

Communications

Information Item / Action Item – Election of Board Treasurer: Mr. Franklin noted that the term of the Board Treasurer runs from July to June and that Mr. Lupp was elected as Board Treasurer in December to fill the remaining term of Terry Gilman subsequent to his resignation. Mr. Franklin said election of the Board Treasurer must occur annually in May. The School Board recommended that a motion to elect Mr. Lupp as the Board Treasurer be placed on the May 15 School Board meeting agenda.

Information Item / Action Item – Appointment of Board Secretary:

Mr. Franklin said that the Board Secretary is elected or appointed every four years in May for a term beginning that July. Mr. Franklin clarified that it is an election if the individual is a School Board member and an appointment if it is a non-member, such as himself. Mr. Franklin said that he was willing to continue to serve as Board Secretary in the role that he has had since February 2007. The School Board recommended that a motion to appoint Mr. Franklin as the Board Secretary be placed on the May 15 School Board meeting agenda.

Information Item / Action Item – School Board Meeting Addition:

Mr. Franklin said that subsequent to the April School Board meeting when a revised meeting calendar was approved it was determined that an additional School Board meeting was needed in May to allow for the hiring of staff vacancies for the new school year. Mr. Franklin said that the additional meeting was included on the advertisement to save costs and that approval is now needed to confirm the additional meeting date. The School Board recommended that a motion to add May 31, 2017 as a School Board meeting date be added to the May 15 School Board meeting agenda.

Old Business

None

ATHLETICS/ACTIVITIES

Communications

Discussion Item – 2017-18 Athletics Season Passes: Mr. King reviewed the proposed pricing for the 2017-2018 season passes for athletics at no increase in prices. Mr. Corradi said that a question was posed earlier this year by a former employee/alumna interested in obtaining the “Golden Ager” pass that can be requested by senior citizen District residents even though the person was not a resident of the District. Mr. Corradi asked if there has been any further discussion on this. Dr. Suski said that a suggestion was made at a prior committee meeting to provide the card at a rate that was reduced from what a season pass would cost. The School Board discussed a fee of \$25 for an individual or \$50 for a couple provided that at least one person is a former employee or alumnus and a senior citizen. The “Golden Ager” pass would still be used and the processing would occur at the District Administration Building with a fee being charged for the non-resident alumni/retired employees when the card is obtained. Mr. Montgomery asked if it was possible to know who is an alumnus. Dr. Suski said that Mr. Bright is the President of the Alumni Association and he has indicated that he could provide a database. Mr. Montgomery asked for

clarification on who would benefit from the sale of the non-resident alumni/employee passes. Mr. Franklin said that the proceeds would be deposited into the General Fund of the District to be used to help offset the costs of athletics.

Information Item – High School Weight Room Equipment: Dr. Suski provided a status update on the replacement of some of the older High School weight room equipment as a follow-up to last month's committee meeting. Dr. Suski explained that the equipment of one of the recommended manufacturers can be obtained through a cooperative purchasing contract and that a quote is being obtained. Dr. Suski said that it is estimated that the cost of the replacement equipment will be \$150,000. Dr. Suski said that there is a lead time for the receipt of the equipment, so there may be interest in taking action to purchase the equipment on Monday night. Mrs. Mehaffie noted that the proposed purchase is to upgrade equipment and ensure the safety of students. Dr. Suski noted that the reason why the purchase is being proposed at one time rather than through a phase-in is because of the layout of the equipment in the space. Dr. Keating asked if it would be possible to sell any of the existing equipment to offset the cost. There was general support for exploring this further. Dr. Suski noted that the equipment purchase would occur from the Capital Reserve fund. Mr. Fager also suggested that some fundraising efforts could occur such as a lift-a-thon. Mr. Lupp also suggested exploration of advertising rights in the area to help with cost offset. Mr. Ponnnett questioned whether it was necessary to replace all of the equipment at one time given the cost or if it could be a phased replacement depending upon the condition of the equipment. Mr. Corradi explained some of the conditions that exist. Mr. Ponnnett said that he supports replacement of anything that is unsafe. Mr. Ponnnett noted that we have debated over costs that are much smaller and thought it would be helpful to see an assessment of the existing equipment conditions. Mr. Corradi noted that some of the equipment is staying and thought it might perhaps be more costly to phase in the equipment replacement. Dr. Suski also noted that the new equipment will help to streamline the space and that will also address some safety concerns given the number of student athletes that are trying to use the space on a regular basis.

PERSONNEL

Resignations

Action Item – Resignations: Ms. Zula noted that Jose Diaz, Jr., Second Shift Custodian, submitted his resignation effective May 8. This was his

scheduled first day of employment. The School Board recommended that a motion to accept the resignation be added to the May 15 School Board meeting agenda.

Retirements

Action Item – Retirements: Ms. Zula noted that Georgina Hamer submitted a letter of retirement effective at the end of the 2016-2017 school year. The School Board recommended that a motion to accept the retirement be added to the May 15 School Board meeting agenda.

Change of Employment Status

Action Item – Employment Status Change: Ms. Zula explained the following employment status changes:

1. Brian Stehle from Head Groundskeeper to Groundskeeper/Trades Utility effective May 16, 2017 with a change in pay to \$15.95 per hour.
2. Dennis Hain from Substitute Custodian to Second Shift Custodian effective May 16, 2017 at a rate of \$12.10 per hour.
3. Marc Lanza from Landscaper to Head Groundskeeper effective May 16, 2017 with a change in pay to \$17.45 per hour.

The School Board recommended that a motion to approve the employment status changes be added to the May 15 School Board meeting agenda.

Employment

Action Item – Employment: Ms. Zula said that Eric Belles is presented for employment as a Seasonal Maintenance Worker effective May 8, 2017 at an hourly rate of \$9.50. The School Board recommended that a motion to approve the employment be added to the May 15 School Board meeting agenda.

Action Item – Extended School Year Teachers: Ms. Zula said that the eight individuals listed on the agenda are presented for approval as extended school year teachers at the rate in the MAEA agreement. The School Board recommended that a motion to approve the employment be added to the May 15 School Board meeting agenda.

Action Item – Extended School Year Professionals: Ms. Zula said that the four individuals listed on the agenda are presented for approval as extended school year paraprofessionals at their regular hourly rate. The School Board recommended that a motion to approve the employment be added to the May 15 School Board meeting agenda.

Action Item – Elementary School Summer School: Ms. Zula said that the eleven individuals listed on the agenda are presented for approval as elementary summer school teachers at the rate in the MAEA agreement. The School Board recommended that a motion to approve

the employment be added to the May 15 School Board meeting agenda.

Action Item – Middle School Summer School: Ms. Zula said that the four individuals listed on the agenda are presented for approval as middle school summer school teachers at the rate in the MAEA agreement. The School Board recommended that a motion to approve the employment be added to the May 15 School Board meeting agenda.

Action Item – Summer Food Service Program: Ms. Zula said that the three individuals listed on the agenda are presented for approval as Part-Time Summer Food Service Program Site Supervisors for the federally funded program effective June 12, 2017 at the rates listed on the agenda. The School Board recommended that a motion to approve the employment be added to the May 15 School Board meeting agenda. Mrs. Mehaffie asked if a decision has been made to add a third site. Mr. Franklin said that a revised budget has been received to include a third site, but that has not yet been reviewed. Mr. Franklin said that he is hopeful that a decision can be made by the next School Board meeting.

Agreements

Action Item – Substitute Teacher Service: Ms. Zula reviewed the renewal agreement with Substitute Teacher Service (STS) to provide substitute teachers and support staff for the 2017-2018 and 2018-2019 school years at the rates noted in the attachment to the agenda. Ms. Zula noted that STS has reduced their markup from the previous agreement by 2%. The School Board recommended that a motion to approve the agreement be added to the May 15 School Board meeting agenda.

Volunteers

Action Item – Volunteers: Ms. Zula said that the 20 individuals listed on the agenda are presented for approval as District volunteers for the 2016-2017 school year. The School Board recommended that a motion to approve the volunteers be added to the May 15 School Board meeting agenda.

ACADEMIC AFFAIRS

Employment

Action Item – Employment: The School Board recommended that a motion to approve Charlene Hurst as a mentor teacher for Tamara Beckenbaugh from April 2017 until April 2018 at a stipend of \$725 be added to the May 15 School Board meeting agenda.

Agreements

Action Item – Tuition Agreement: Dr. Suski reviewed a tuition agreement with New Story to provide educational services for a District student from April 24 – June 7 at a cost of \$380 per day. The School Board recommended that a motion to approve the agreement be added to the May 15 School Board meeting agenda.

Action Item – Tuition Agreement: Dr. Suski reviewed a tuition agreement with Yellow Breeches for three alternative education slots for special education students for the 2017-2018 school year at a cost of \$27,158 per student. The School Board recommended that a motion to approve the agreement be added to the May 15 School Board meeting agenda.

Action Item – Extended School Year Contract: Dr. Suski reviewed a contract for extended school year services for a special education student at New Story from June 26 – August 4 at a cost of \$380 per day. The School Board recommended that a motion to approve the contract be added to the May 15 School Board meeting agenda.

Contracts

Action Item – CAIU Special Education Contract: Dr. Suski said that the annual contract for special education services from Capital Area Intermediate Unit has a cost of \$198,299.52. The School Board recommended that a motion to approve the contract be added to the May 15 School Board meeting agenda.

Curriculum

Possible Action Item – Curriculum Approval: Mrs. Mostoller said that revised curriculum for Guidance, Art, Business Education and Music was attached to the agenda. The School Board recommended that a motion to approve the revised curriculum be added to the May 15 School Board meeting agenda.

Approvals

Possible Action Item – Textbook Purchases: Mrs. Mostoller reviewed the requests for new textbooks or materials to implement the revised curriculum. Mrs. Mostoller noted that new textbooks have not been purchased for English I & II in approximately 20 years. Dr. Gannon-Rittenhouse said that new textbooks were not purchased during the last curriculum revision cycle because the faculty determined that nothing new had been added. Dr. Gannon-Rittenhouse said that the proposed textbooks have been rewritten from the ground up and she believes that a new series is warranted. Dr. Suski noted that the proposed textbooks are also aligned to the Keystone Exams. Mrs. Mostoller noted that the proposed purchase is for classroom sets and an 8-year license for online material. Dr. Keating asked about the need for classroom sets given the 1:1 use of technology at the High School.

Dr. Gannon-Rittenhouse said that classroom sets offer an opportunity to take a break from technology occasionally. Dr. Gannon-Rittenhouse provided further clarification about what the online materials look like. Mrs. Mostoller noted that multiple vendors were considered for each of the proposed textbook purchases. The School Board recommended that a motion to approve the textbooks/materials be added to the May 15 School Board meeting agenda.

Policies

Action Item – Approval of Policy Revisions: Dr. Suski noted that there are 10 policies that were presented for first reading at the April 24 School Board meeting and they should be added to the May 15 agenda for approval if no questions have been posed. The School Board recommended that a motion to approve the policy revisions be added to the May 15 School Board meeting agenda.

Student Matters

Action Item – Waiver of Expulsion Hearing Agreement: Dr. Suski said that as a result of the Executive Session this evening, a Waiver of Expulsion Hearing Agreement for student #16-17-004 is presented for approval. The School Board recommended that a motion to approve the agreement be added to the May 15 School Board meeting agenda.

FINANCE

Equipment Purchases

Action Item – Macbook Computer Replacements: Mr. DiCello reviewed a document surveying the other school districts in the Capital Area Intermediate Unit detailing the type of computer used for professional staff, whether it is purchased outright or leased, how often the device is replaced, and what is done with the replacement device. Mr. DiCello noted that MASD falls in the middle with our replacement cycle. Mr. DiCello said that when the District began the 1:1 program the decision was made to replace Macbook units every 4 years and iPads every 3 years and that the devices being replaced would be sold while the devices still had value. Mr. DiCello said that extending computers to a fifth year would erode much of the value and they would not be able to be sold for very much. Mr. DiCello noted that he would also be opposed to the concept of passing down these used units to students as there would be the risk of lost instructional time for devices that are not fully functional. Mr. DiCello noted that Susquenita School District actually replaces devices every 2 years because they determined that there was sufficient value to be obtained to sustain that model. Mr. DiCello said that he would also suggest that if devices were extended for another year there would be a need to replace batteries and power cords and this could be almost as costly as the first year's lease payment for the new devices. Mrs. Mehaffie asked what the cost would

be in the 2017-2018 budget. Mr. DiCello said that it would be the first year lease payment, which is approximately \$66,000. Mrs. Scott asked if it would be possible to phase in the purchase of computers. Mr. DiCello said that he would not recommend that for like devices as it can actually increase costs for maintenance of devices through the number of spares that would need to be on hand. Mrs. Mehaffie asked Mr. Franklin if the purchase can be afforded. Mr. Franklin said that the lease payment is in the budget to be reviewed and that it continues the model that had been developed earlier so he agreed with the proposed purchase. The School Board recommended that a motion to approve the purchase of the computers through a lease with Apple Financial Services be moved to the May 15 School Board meeting agenda.

Agreements

Action Item – School Physician Services: An agreement with Diamantoni & Associates Family Practice to serve as School Physician was reviewed. Mr. Lupp asked about the distance of the practice. Dr. Suski explained that the District had searched for a School Physician several years ago and could not find anyone interested in serving the District that was closer. Mr. Franklin explained that part of the agreement involves the processing of claims to obtain Access funds and many physicians expressed concern with the amount of time that would require. There was discussion about checking with other practices again to see if there was interest. That would be something to consider for a future year. Dr. Suski noted that the agreement has no increase in fees. The School Board recommended that a motion to approve the agreement be added to the May 15 School Board meeting agenda.

Resolutions

Discussion Item – General Fund Budget for 2017-2018: Mr. Franklin reviewed the Proposed Final General Fund Budget for 2017-2018. Mr. Franklin said that the budget has an expenditure increase of approximately \$1.3 million. Mr. Franklin said that salaries and benefits increased \$1.4 million in the budget, which means that the other expenditures combined decreased \$100,000. Mr. Franklin reviewed each expenditure category in detail. Mr. Franklin said that salaries increased \$478,000, which includes one additional teaching position and two additional support staff positions. Mr. Franklin said that all three positions were added during the current school year after the 2016-2017 budget was adopted and were being continued into the 2017-2018 school year. Mr. Franklin said that the additional teaching position was an intervention specialist at the elementary level aimed at increasing student achievement in reading and the two support staff positions were a Sports Turf Technician and Landscaper. Mr. Franklin said that raises in accordance with agreements were included in the

budget. Mr. Franklin said that benefits increased \$953,000 with the largest increase for the employer contributions to the Public School Employees' Retirement System (PSERS). Mr. Franklin noted that the District will be contributing 32.57% of salaries to PSERS (up from 30.03% in the current year). Mr. Franklin said that medical insurance also increased based upon the 1.97% rate increase approved last month. Mr. Franklin said that social security and tuition reimbursement round out the primary increases. Mr. Franklin reviewed how the PSERS costs have been the primary reason why the District's budget has grown since 2010-2011. Mr. Franklin said that professional and technical services increased \$125,000 for substitute costs and educational services. Mr. Franklin said that purchased property services decreased \$506,000. Mr. Franklin pointed out that the Pennsylvania Department of Education (PDE) issued guidance that electricity should be considered a supply instead of a purchased property service and that was the main reason for the decrease. Mr. Franklin said that equipment repairs and maintenance also decreased along with the cost of leasing technology. Mr. Franklin noted that the cost of iPads has come down and that has reduced the lease cost for elementary iPads. Mr. Franklin said that other purchased services decreased \$39,000. Mr. Franklin said this is a combination of increases and decreases with charter school tuition decreasing and vocational technical school tuition and tuition for other placements increasing. Mr. Franklin said that supplies increased \$586,000. Mr. Franklin noted that the largest increase was for electricity which has been reclassified from purchased property services. Mr. Franklin said that the electricity budget is actually a decrease over the current year. Mr. Franklin said that books reflect an increase and this is because the textbook needs for 2017-2018 based upon curriculum revisions are greater than what was required in the current year. Mr. Franklin said that PDE also issued guidance that equipment that does not meet the District's capitalization threshold should no longer be considered equipment and should be treated as a supply. Mr. Franklin said that equipment decreased \$233,000 due to reclassification of non-capital equipment to the supplies category and because less equipment is being purchased in 2017-2018. Mr. Franklin said that other objects increased \$24,000 to allow for a contribution to the Olmsted Regional Recreation Board and to have the budgetary reserve equal to 1% of expenditures. Mr. Franklin said that transfers decreased \$40,000 with lower debt service needs. Mr. Franklin said that revenues increased just under \$1 million in the 2017-2018 budget. Mr. Franklin reviewed the increases in local source revenue of \$264,000. Mr. Franklin said that real estate taxes are \$272,000 higher and that this is not a result of assessment growth as

the District actually is projecting assessment decline for 2017-2018. Mr. Franklin said that the budget includes a tax increase of 1.23% (down from the 3.3% projected earlier this year) and that the projected collection percentage is higher allowing for more tax revenue to be realized in the current year rather than after it becomes delinquent. Accordingly, Mr. Franklin noted that delinquent taxes are projected to decrease by \$138,000. Mr. Franklin said that District operation of consortium classes for special education students is projected to bring in another \$63,000 in revenue for next year. Mr. Franklin also said that the line items for interest earnings and athletic event admissions reflect increases. Mr. Franklin reviewed the state source revenue increase of \$690,000. Mr. Franklin said that state subsidy increases received in the 2016-2017 were not budgeted since the state budget had not been adopted before the District adopted its budget and the amount of the increase was not known. Mr. Franklin said that the additional revenue being received in the current year is the reason why the state subsidies are increased for 2017-2018. Mr. Franklin said that no increase in state subsidies is projected for 2017-2018 because of the state fiscal situation. Mr. Franklin noted that because the state shares in benefit costs, the significant increase in PSERS costs also draws out additional state revenue. Mr. Franklin reviewed the federal source increase of \$44,000. Mr. Franklin said that the increase is attributable to an increased utilization of funding from the school-based access program. Mr. Franklin said that the 2017-2018 budget has a deficit of \$611,000 and that this is a planned deficit as the District will be using funds set aside in prior years for health insurance terminal liability and some of the increases in PSERS costs. Mr. Franklin discussed historical trends with tax increases and pointed out that there have been no tax increases for the past two years. Mr. Franklin said that of the tax increases that did occur in the past seven years the increase proposed for 2017-2018 is the lowest. Mr. Franklin said that the District hopes to reduce any proposed tax increase even further before adoption of the budget in June. Mr. Franklin concluded with a review of the assessed value growth for the past several years and attributed the growth in the past two years to the ability to have no tax increases. Mr. Franklin said that the assessed value loss for 2017-2018 amounts to \$100,000 in revenue.

Action Item – General Fund Budget for 2017-2018: Mr. Franklin said that a budget must be adopted for public inspection in May prior to final passage of a budget in June. The School Board recommended that a motion to adopt the Proposed General Fund Budget be placed on the May 15 School Board meeting agenda.

Action Item – District Tax Collector: Mr. Franklin said that the District has been collecting its own real estate taxes for more than a decade. Mr. Franklin said that this has been a very cost effective method especially when payments are made through the lockbox as that limits manual intervention and has a very low fee. Mr. Franklin said that he wished that more residents would utilize the lockbox as it really helps to keep costs low. Mr. Franklin said that he has been appointed as the Tax Collector annually with no additional compensation. The School Board recommended that a motion to appoint Mr. Franklin as the District Tax Collector be added to the May 15 School Board meeting agenda.

Insurance

Discussion Item / Action Item – Workers Compensation Insurance for 2017-2018: Mr. Franklin said that he received a proposal from another broker that offered savings to the District for a fully-insured workers' compensation policy in lieu of the renewal policy to continue in the partially self-funded School District Insurance Consortium (SDIC). Mr. Franklin explained the way that the SDIC program operates and said that it is difficult to pass up the potential savings that amount to \$12,000 - \$34,000 depending upon whether the District's claim experience would be low or high in 2017-2018 as that would determine how much cost there would be in a partially self-funded model. Mr. Franklin said that since there were savings of at least \$10,000 he thought it made sense to make a switch. The School Board discussed claims experience during the 2016-2017 school year. Mr. Ponnett recommended that a review of the claim types occur so that mitigation efforts might occur. Mr. Franklin said that the broker that brought the fully insured product to the table is also planning to attend the District's safety committee meetings. The School Board recommended that a motion to approve the workers' compensation policy with Brickstreet be moved to the May 15 School Board meeting agenda.

Discussion Item – Insurance Broker Representation: Mr. Franklin said that the carrier that brought the workers' compensation policy to the table is interested in representing the other lines of business for the District. Mr. Franklin said that he was impressed by their diligence in providing savings and he also tested their service capabilities by asking them a question that he had posed to the incumbent broker. Mr. Franklin said that he was very impressed with the response that he received from Arthur Gallagher. The School Board recommended that a motion to appoint Arthur J. Gallagher Co. as the District's broker be moved to the May 15 School Board meeting agenda.

Request for Proposals

Discussion Item / Action Item – Audit Services RFP: Mr. Franklin reviewed the results of the District’s solicitation for audit services. Mr. Franklin said that the RFP was sent to eight firms and six responded. Mr. Franklin said that the RFP sought a fixed fee for five years with an ability to renew for five years after. Mr. Franklin said that all of the fees were relatively close in amount. Mr. Franklin said that the market must be in favor of school districts right now as the annual fees in the \$20,000 range are considerably lower than fees that his former employer charged to one of his school district clients twenty years ago. Mr. Franklin said that reference checks were good for all firms except one. Mrs. Scott asked Mr. Franklin what he would recommend. Mr. Franklin said that he recommends continuing with the firm of Boyer & Ritter as they have served the District well and he has been very happy with their expertise and service. Mr. Franklin said that they were hired by the District about 10 years ago following an RFP. Mr. Franklin said that if a change in firm were to occur, he would recommend that interviews with the prospective firms occur first so that there would be an enhanced ability to determine the right “fit.” The School Board recommended that a motion to appoint Boyer & Ritter as the School District auditor based upon the recommendation of Mr. Franklin be moved to the May 15 School Board meeting agenda.

Appointments

Action Item – Depositories: Mr. Franklin said that annual appointment of District depositories is required. Mr. Franklin said that there are no changes proposed for 2017-2018 and explained the deposit relationships with the four institutions. The School Board recommended that a motion to appoint the four institutions as depositories be moved to the May 15 School Board meeting agenda.

OPERATIONS

Communications

Information Item – Failure of Pond 1B on High School Campus Update: Mr. Meiser provided a brief update to the investigation that has occurred by Raudenbush Engineering following a complaint made by a concerned citizen directly to the Department of Environmental Protection over the failure of Pond 1B to drain. Mr. Meiser said that the pond was pumped today and that testing will occur tomorrow. Mr. Fager asked about the costs of District employees to assist with the draining. The School Board suggested that an accounting be made of the hours in case cost recovery would be possible at a later date.

Capital Projects

Action Item – Fink Piping Hot Water Return Loop Replacements and Water Softener Alternate: Mr. Meiser reviewed the quotes received from two of the four vendors that he contacted for the work. Mr.

Meiser said that he requested that pricing be provided for three types of piping – copper, PEX and Aquatherm. Mr. Meiser recommended that the Aquatherm piping be used since the problem that has occurred was with copper piping and he has concerns that the PEX piping would be too flexible for some of the long runs that need to occur. Mr. Meiser said that the vendor with the lowest pricing for the piping was not the vendor with the lowest pricing for the water softener. Mr. Meiser said that the vendor providing the lowest pricing for the water softener has agreed to honor that proposal even if they are not awarded the piping contract. The School Board recommended that a motion to award a contract to Enginuity for piping replacement with Aquatherm piping at a cost of \$10,650 and a contract to Edwin L. Heim Co. to award a contract for installation of a water softener at a cost of \$16,578 be added to the May 15 School Board meeting agenda. Both contracts will use Capital Reserve funds.

Action Item – Sports Complex Sewer Grinder Pump and Tank

Replacement: Mr. Meiser said that quotes were received from three vendors for this work. The School Board recommended that a motion to contract with Peiffer Plumbing & Heating for the pump and tank replacement at a cost of \$13,770 using Capital Reserve funds be moved to the May 15 School Board meeting agenda.

Action Item – Kunkel Exterior Caulking Replacement: Mr. Meiser said that quotes were received from three vendors to replace the caulk on exterior windows, doors and “store fronts.” The School Board recommended that a motion to contract with Best Wash, Inc. to replace the caulk at a cost of \$14,175 using Capital Reserve funds be moved to the May 15 School Board meeting agenda.

Action Item – Kunkel Window Sash Repairs/Replacement: Mr. Meiser said that quotes have been received from two vendors (permissible since the dollar amount is less than the quote limit) to repair or replace window sashes at Kunkel. The School Board recommended that a motion to contract with Hershocks at a cost not to exceed \$4,930 for the repair/replacement be moved to the May 15 School Board meeting agenda.

Discussion Item – Kunkel Masonry Repair: Mr. Meiser said that masonry repair was identified as a project for completion at the January 12 Operations Committee meeting. Mr. Meiser said that he obtained a preliminary proposal that is considerably higher than the estimate provided by Crabtree Rohrbaugh in the 2012 feasibility study.

Mr. Meiser said that when a walk around the building occurred several weeks ago with Scott Cousin of Crabtree Rohrbaugh, the need was greater than anticipated in 2012. Mr. Meiser asked for direction on the project scope to see if he should continue to obtain quotes. The School Board recommended that quotes be obtained for only the work that needs to be done since a filing did occur with PDE for a possible renovation project and that decision has not yet been made.

Information Item – Softball Field Renovation: The agenda noted that the timeline has been delayed approximately six weeks as a result of the Dauphin County Conservation District review.

Action Item – War Memorial Field End Zone Bleachers: The School Board discussed the proposal from Architerra for the design of the bleachers and thought the dollar amount was very high. The School Board thought that the drawing done by Crabtree Rohrbaugh several years ago should be used at this time to determine the scope of the project. The proposed agreement with Architerra was not proposed for movement to the School Board meeting agenda.

Action Item - Kunkel Parking Lot Crack Filling, Line Painting and Basketball Court Sealcoating: Mr. Meiser reviewed the four quotes received for the project. The School Board recommended that a motion to contract with Pro Seal, Inc. at a cost of \$3,897.25 using Capital Reserve funds be moved to the May 15 School Board meeting agenda.

Action Item - Fink and War Memorial Field Parking Lot Crack Filling, Line Painting and Sealcoating: Mr. Meiser reviewed the four quotes received for the project. The School Board recommended that a motion to contract with Pro Seal, Inc. at a cost of \$24,610 using Capital Reserve funds be moved to the May 15 School Board meeting agenda.

Action Item - Reid Parking Lot Crack Filling, Line Painting and Sealcoating: Mr. Meiser reviewed the four quotes received for the project. The School Board recommended that a motion to contract with Pro Seal, Inc. at a cost of \$12,276 using Capital Reserve funds be moved to the May 15 School Board meeting agenda.

Action Item - MAMS Parking Lot Crack Filling, Line Painting and Sealcoating: Mr. Meiser reviewed the four quotes received for the project. The School Board recommended that a motion to contract with Pro Seal, Inc. at a cost of \$12,904 using Capital Reserve funds be moved to the May 15 School Board meeting agenda.

Action Item - Campus Walking Trail Crack Filling and Sealcoating: Mr. Meiser reviewed the four quotes received for the project. The School Board recommended that a motion to contract with Pro Seal, Inc. at a cost of \$3,745 using Capital Reserve funds be moved to the May 15 School Board meeting agenda.

Action Item - Blue Raider Lane Crack Filling, Line Painting and Sealcoating: Mr. Meiser reviewed the four quotes received for the project. The School Board recommended that a motion to contract with Pro Seal, Inc. at a cost of \$14,237 using Capital Reserve funds be moved to the May 15 School Board meeting agenda.

Action Item - Administration Building Parking Lot Cracking Filling, Line Painting and Sealcoating: Mr. Meiser reviewed the four quotes received for the project. The School Board recommended that a motion to contract with Pro Seal, Inc. at a cost of \$2,870 using Capital Reserve funds be moved to the May 15 School Board meeting agenda.

Discussion Item – WMSS Radio Tower Expansion: Mrs. Mehaffie said that the District has a permit from the FCC for the expansion of the radio tower and that cost estimates have declined from what was presented a few years back. Mrs. Mehaffie pointed out the benefits of the radio tower expansion. Discussion occurred about the radio station and the uniqueness of a school district having its own radio station. There was consensus that the radio station should be operating under school district control and some concern was expressed that the WMSS website doesn't even mention that the school district is the owner. Discussion occurred about the future possibility of expanding the curricular portion of the program to students in neighboring school districts. Discussion also occurred about whether there would be benefit to the station being owned by the Middletown Area Blue Raider Foundation instead of the District to incentivize contributions since the Foundation is a 501(c)3 organization. The School Board wanted to better understand the operation of the radio station. Dr. Suski is going to obtain information to be reviewed by the Board in June.

Agreements

Action Item – Infiltration Basin Monitoring: Mr. Franklin explained that he had authorized Mr. Meiser to contract with Advantage Engineers to be on site to monitor the work being done to investigate the drainage of the basin as an independent party. Mr. Franklin said that the cost for the work done would be on a cost not to exceed basis and would not be more than \$3,000. The School Board recommended that a motion to

approve the contract with Advantage Engineers be moved to the May 15 School Board meeting agenda.

Approvals

Action Item – PPL Right of Way: Mr. Meiser said that PPL is seeking permission to move a power pole that provides power to Field 14 because of the Sunoco pipeline project. Mrs. Mehaffie asked what compensation was going to be provided for the Right of Way. Mr. Corradi expressed concern that the location would not impact the field study of the Peer to Peer grant. Mr. Meiser said that he would take pictures of the location for review by the School Board. Mr. Meiser was also asked to contact PPL about the possibility of obtaining compensation for the Right of Way.

Action Item – Contracted School Bus Driver: The School Board recommended that a motion to approve Janet Keiffer as a contracted school bus driver for First Student for 2016-2017 be moved to the May 15 School Board meeting agenda.

Use of Facilities

Discussion Item / Action Item – Use of Facilities: Concern was expressed about the requested field use over Memorial Day weekend by Hershey Soccer Club. The School Board recommended that the Hershey Soccer Club request be removed from the listing and that a motion to approve the remaining use requests be moved to the May 15 School Board meeting agenda.

**Adjournment and
Executive Session**

Mrs. Mehaffie said that the School Board would be meeting in Executive Session upon adjournment to discuss labor contract matters.

Mr. Montgomery moved and Mr. Lupp seconded a motion to adjourn. The vote to approve the motion was 9 to 0. The meeting adjourned at 9:44 p.m.

ATTEST:

David A. Franklin, Board Secretary