

**MIDDLETOWN AREA SCHOOL DISTRICT  
SCHOOL BOARD GENERAL BUSINESS MEETING MINUTES**

2/6/2018 6:06 p.m. @ Middletown Area High School LGI Room

---

**Board Members in attendance:** Melvin Fager Jr., Dr. Julie Gomboc-Turyan (arrived after roll call at 6:07 p.m.), Christopher Lupp, Linda Mehaffie, Darnell Montgomery, and John Ponnett, Jr. (arrived after roll call at 6:40 p.m.)

**Board Members not in attendance:** Mike Corradi, Dr. Brian Keating, and Jennifer Scott

**Staff/Public in attendance:**

**District Administration:** Dr. Lori Suski, Superintendent of Schools; David Franklin, Chief Financial Officer/Board Secretary; Dr. Chelton Hunter, Assistant to the Superintendent; Daniel Borrelli, Kunkel Elementary School Principal; Michael Carnes, High School Principal; Darren DiCello, Director of Technology and Digital Learning; William Meiser, Director of Operations; Christine Mostoller, Director of Curriculum, Instruction and Assessment; Cliff Smith, Athletic Director; Heidi Zula, Director of Human Resources

**District Staff:** Dr. Beth Gannon-Rittenhouse, Cody Heitefuss, Katelyn Murk, Dana Schlader, Jody Zorbaugh

**Interested Students and Citizens:** Roy Hoover

**Candidates for Employment:** None

**Reporter:** None

**1. Call to Order**

Mrs. Mehaffie asked those present to participate in the Pledge of Allegiance and a moment of silent meditation. Mrs. Mehaffie stated that the School Board met in Executive Session prior to the meeting beginning at 5:15 p.m. for personnel, student, and legal matters.

**2. Roll Call**

Mrs. Mehaffie asked the Secretary, David Franklin, to call the roll. A quorum was not present. Following the roll call with the arrival of Dr. Gomboc-Turyan and Mr. Ponnett, a quorum was present to conduct business.

**3. Introduction of Meeting Guests and Presentations**

**a. Presentations**

**Update on 2018 Junior/Senior Prom:** Mrs. Murk and Mrs. Schlader provided an update to the School Board on preparations for the 2018 Junior/Senior Prom. Mrs. Schlader said that vendors have been selected and secured, including the lighting vendor. Mrs. Schlader said that the lighting vendor has been used at other events, including concerts, and explained that there would be lighting above the dance floor – some moving and some stationery. Mrs. Schlader said that this vendor has done the prom for McCaskey High School in Lancaster. Mrs. Schlader said that they are working on having a Middletown logo on the dance floor. Mrs. Murk said that the catering vendor has also been secured. Mrs. Murk said that a tasting occurred a few weeks ago

and the students that participated were very pleased. Mrs. Murk said that this vendor has won some awards. Mrs. Murk noted that the vendor has been willing to work with the District within the budget parameters and indicated that alternate meals could be provided if food allergy issues are present with the selected meal. Mrs. Murk also said that the DJ has been selected – using the same DJ as the Valentine’s dance last year. Mrs. Murk said that the students really liked this DJ last year.

Mr. Montgomery asked if the lighting fits with the budget. Mrs. Murk replied that it did. Mr. Montgomery asked why no local vendors were selected. Mrs. Schlader said that the vendors selected worked within the budget parameters and were selected based upon research. Dr. Suski asked if the advisors had an idea of what the student cost might be this year as there had been concerns in past years that the cost was too high. Mrs. Murk said that in previous years the price had been as high as \$85 per student and they were hopeful that the price this year might be closer to \$60 per student. Mrs. Murk said that they are trying to keep the price as low as possible. Mr. Carnes noted that price isn’t the only reason why the change in venue will be beneficial. Mr. Carnes noted that the open area with many windows in the High School Cafeteria will be nicer than a room with four walls in a hotel and that security will be improved at the High School. Mr. Lupp asked if the decorations are being purchased or rented. Mrs. Schlader said that some are being purchased so that they can be used in future years and for other events. Mr. Franklin asked if the advisors were trying to cover the cost of the purchased items through the ticket price this year. Mr. Franklin said that he believed that the District could initially cover the cost and the price recovery occur over several years in order to keep the cost per student lower this year. Mr. Montgomery asked whether there would be any uplighting in the courtyard. Mrs. Murk confirmed that was planned.

#### **4. Public Comment**

No members of the public addressed the School Board at this time.

#### **5. Secretary's Report**

##### **a. Minutes**

Mr. Montgomery moved and Mr. Lupp seconded a motion to approve the minutes of the January 23, 2018 School Board General Business Meeting. The vote to approve the motion was 5 to 0.

##### **b. Communications**

Mr. Franklin noted that the District received approval from the Pennsylvania Department of Education for its PlanCon Part K filing for the 2014A Bond Refunding. Mr. Franklin said that the communication would be included in the District’s official minute book. **(See Attachment)**

#### **6. Old Business**

Mr. Franklin stated that there was no Old Business.

#### **7. Finance**

##### **a. Agreements**

**Immediate Action Item - Agreement for Consortium WAN Services:** Mr. DiCello reviewed a presentation regarding the RFP process conducted by Lancaster-Lebanon IU 13 for the consortium's wide area network (WAN). Mr. DiCello defined terms that would be used in the discussion. Mr. DiCello noted that the District participates in the consortium with IU 13 and the focus of the RFP was the main connection between IU 13 and the District, which is proposed to return to the High School now that the new High School is constructed. Mr. DiCello said that the costs for the WAN connection are significantly offset by participation in the federal E-rate program. Mr. DiCello said that the District is receiving a cost offset of 80% because of the District's free/reduced lunch participation of 50%. Mr. DiCello noted that the E-rate program can change over time and even the amount of the savings can change, pointing out that just two years ago when the free/reduced lunch participation was 49% the District's savings were only 60% instead of the current 80% savings. Mr. DiCello showed how the consortium's bandwidth needs have significantly increased from 4 Mbps in 1995 to 13,000 Mbps in 2017. Mr. DiCello noted that the increased bandwidth needs are the result of more cloud services and 1:1 programs. Mr. DiCello showed all of the services, in addition to the WAN connection, that are provided through the IU 13 consortium. Mr. DiCello stated that the costs being discussed tonight are for the WAN services only and that the support and shared circuit costs would continue regardless of which WAN solution would be selected. Mr. DiCello emphasized that the State Educational Technology Directors Association suggests that a 1 Gbps per connection should exist for every 1,000 users. Mr. DiCello said that the current connection for the District is a 1 Gbps connection and that it might not be the most prudent to continue with this limited connection given the number of users in the District. Mr. DiCello also noted that Middletown is using more bandwidth than any other school district in the consortium. Mr. DiCello reviewed the proposals received through the RFP process. Mr. DiCello said that the first option is really a continuation of the current connection at only 1 Gbps. Mr. DiCello said that there would be annual cost savings with this connection, but the size could be problematic for the five year period of the contract. Mr. DiCello recommended that a 10 Gbps connection be considered as a minimum. Mr. DiCello said that the second option was a 10 Gbps connection with the same service provider for a ten year period, but that this would have a significant cost increase. Mr. DiCello said that the third option was a dark fiber proposal. Mr. DiCello said that the third option was scalable up to 100 Gbps and beyond with limited cost changes. Mr. DiCello said that the third option requires that the network be built and a construction cost must be incurred that can be spread over a four-year period. Mr. DiCello said that the new network could provide some competition that could possibly help to drive down costs for other users in the community. Mr. DiCello reviewed a table showing the current annual costs after E-rate compared with the three options – current annual cost is \$3,947, option 1 would be \$2,092, option 2 would be \$12,430, and option 3 would be \$2,014. Mr. DiCello noted that the contract lengths vary with option 1 for 5 years, option 2 for 10 years and option 3 for 20 years. Mr. DiCello showed what the total costs would be using the three options over a 20-year period. Mr. DiCello pointed out that the annual costs under option 1 and option 3 are almost equal, yet option 1 limits the connection to only 1 Gbps. Mr. Franklin pointed out that from a budgetary impact it would be appropriate to look at the annual costs and disregard the construction cost component as fund balance could be used to cover that one-time cost.

Mr. Lupp asked if there would be a termination fee under option 3 should the technology become archaic. Mr. Hoover (from IU 13) said that contract negotiations have not yet occurred, but it would be typical for the payout of the full remaining cost at termination. Mr. Hoover also noted that fiber has been the workhorse for a long time and although it is not possible to predict the future it would seem that it would still be viable in the life of the contract. Mr. DiCello noted that a letter of intent needs to be signed by the District by February 16 so that the IU can determine if there is sufficient participation to move forward with a proposal. Mr. DiCello said that if there is not enough interest, the District would be given an opportunity to revisit.

Mr. DiCello said that the third option also provides an additional opportunity for savings regarding the District's connections between buildings. Mr. DiCello said that the contract for the connection between Reid Elementary and the Operations Building expires this year. Mr. DiCello said that the annual cost for this connection is \$4,032 and it provides only 1 Gbps. Mr. DiCello said that the Administration Building and Fink Elementary feed off this connection. Mr. DiCello said that the District could look at bringing a connection directly from the IU to Fink Elementary School for an annual cost of \$2,014 instead. Under this option, the Administration Building and Operations Building would then feed from that connection instead of the connection to the High School. Mr. DiCello noted that there would be an additional one-time construction cost for this connection. Mr. Franklin noted that even with the construction cost this option was still cheaper over a 20-year period than the current annual cost for the connection between Reid Elementary School and the Operations Building.

Mr. Ponnett asked whether any of the information presented is impacted by the Questeq study that is currently occurring. Dr. Suski said that the Questeq study is geared more toward staffing and services and not the internet connection.

Mr. Montgomery moved and Mr. Fager seconded a motion to authorize the Superintendent to sign the letter of intent to participate in the IU 13 consortium purchase for WAN services for two connections from IU 13 to the District (at the High School and Fink Elementary School) using option 3 for a twenty-year term. The vote to approve the motion was 6 to 0.

**Discussion Item / Possible Action Item - Recreation Programs:** Mr. Lupp said that as a result of the Peer to Peer Grant study, the three municipalities comprising the school district along with the District have cooperatively worked together to propose formation of an advisory body called the Middletown Area Recreation Advisory Board consisting of representatives from each entity to develop and administer recreational programs under the name of the Middletown Area Recreation Alliance. Mr. Lupp said that the programs would be directed toward the interests of all ages in the service area. Mr. Lupp said that all four entities need to adopt the constitution and bylaws for the Middletown Area Recreation Advisory Board and an intergovernmental agreement of cooperation to operate the recreation program. Mr. Montgomery asked what the greatest benefit would be from the proposal. Mrs. Mehaffie said that she anticipated that

improved/expanded recreation services would be available to the community. Mr. Lupp noted that the program is being modeled after what has been in place at Mechanicsburg Area SD for many years. Dr. Suski noted that with the proposal a person experienced in the development of recreation programs would be hired by the District through a circuit-rider grant. Dr. Suski also noted that the District would provide financial oversight of the program. Dr. Suski said that this is what the Peer to Peer Grant study has recommended. Dr. Suski said that as soon as the four entities have taken action the District would be able to begin advertising for the position. Mr. Montgomery asked if the District's facilities would see an increase in use since the operations would fall under the District. Mr. Montgomery explained that he wondered if this would have an impact on the athletic master plan currently being discussed. Dr. Suski said that District facility use might increase but anticipated that would be more gymnasium use. Mr. Montgomery asked how the Middletown pool is impacted by this proposal. Mrs. Mehaffie said that the pool is not part of the proposal and that the Borough of Middletown would retain ownership of the pool and the opportunity to arrange for its management. Mrs. Mehaffie noted that the recreation supervisor could make arrangements to use the pool through the Borough of Middletown if there was a desire to run programs there. Mrs. Mehaffie noted that the Department of Conservation and Natural Resources must approve the findings of the Peer to Peer Grant study. Mrs. Mehaffie also noted that Lower Swatara Township will need to be the grant recipient for the circuit rider grant as was required for the Peer to Peer Grant. Mr. Franklin said that this was known and has been addressed in the documents attached to the agenda. The School Board expressed support to move the constitution and bylaws and the intergovernmental agreement to the February 20 agenda for approval.

**b. Approvals**

**Action Item - Repository Bid:** Mr. Lupp explained that Dauphin County Tax Claim Bureau received a repository bid for parcel 36-007-018-226-0226 from Brookside Mobile Home Park in the amount of \$500. Mr. Franklin said that taxes have not been paid since 2009. Mr. Franklin said that the buyer is the mobile home park where the trailer is located. Mr. Franklin said that it is his understanding that the mobile home park is being sold and that this parcel might be holding things up. The School Board expressed support to move the repository bid to the February 20 agenda for approval.

**c. Resolutions**

**Discussion Item / Possible Action Item - Resolution Opposing ESA Voucher Programs:** Mr. Franklin stated that there was a draft resolution attached to the agenda that has been used by other school districts to oppose SB 2 legislation creating education savings account (ESA) vouchers. Mr. Franklin said that it would appear that the District is not immediately impacted by the proposed legislation as it is geared at "low-achieving" public schools. Mr. Franklin said that the legislation lists "low-achieving" public schools as those schools scoring in the lowest 15% on the state's math or reading assessment. Mrs. Mehaffie said that it is her understanding that a school district like Steelton-Highspire could have funds taken from it and passed onto another school that might not have the same mandates. Mrs. Mehaffie said that there is an advocacy group at the Pennsylvania School Boards Association and she hoped that maybe some School

Board members would be interested in getting involved in advocacy efforts. Mr. Montgomery said that vouchers drain money from school districts that are already struggling and put a damper on public education in general. The School Board expressed support to move the resolution to the February 20 agenda for approval.

## 8. Athletics/Activities

### a. Communications

**Discussion Item - Banners/Signs:** Dr. Suski provided an update to the discussion about in-house creation of banners/signs at last month's meeting. Dr. Suski said that High School teacher Dave Martin said that the largest width banner that could be created in-house is 29 inches and that is not likely large enough for the gym or fields. Dr. Suski said that Mr. Martin suggested that it was probably best to find an outside contractor to produce the signs/banners because of the time needed for layout and design. Dr. Suski said the Middletown Area Blue Raider Foundation has discussed the banners with some local vendors.

**Information Item - Sponsorship Package for Spring Sports:** Dr. Suski said that she met with Mr. Corradi, Mrs. Mehaffie and Mr. Swartz last week about the development of the sponsorship package for spring sports. Dr. Suski said that they were not able to sell any sponsorships for winter sports since the season had already begun. Dr. Suski said they are looking at advertising at the baseball field, softball field and track & field venues. Dr. Suski said that Mr. Meiser's staff will measure the sites. Dr. Suski said that a sponsorship price of \$200 has been discussed, but the capabilities of the sites might alter that. Dr. Suski said that the booster clubs might be able to assist with the sales and that the booster clubs could get a percentage of the proceeds.

## 9. Personnel

### a. Resignations

**Action Item - Resignation:** Mr. Lupp said that the Administration received a resignation letter from Bonnie Shroyer, Second Shift Custodian (High School), effective February 3, 2018. The School Board expressed support to move the resignation to the February 20 agenda for approval.

### b. Leave of Absence Requests

**Information Item - Leave without Pay Request:** Mr. Lupp referenced the agenda indicating that the Administration approved a leave without pay request for Lisa Huber, Part-Time Athletics Secretary, on March 27, March 28, and April 3, 2018.

### c. Change of Employment Status

**Action Item - Change of Employment Status:** Mr. Lupp said that the Administration recommends changing the employment status of Edward Craig, Brenda Mull, and Carla Zlogar as detailed on the agenda. The School Board expressed support to move the changes of employment to the February 20 agenda for approval.

### d. Employment

**Action Item - Employment:** Mr. Lupp referenced the Administration's recommendation to

employ Christianne Walker as an Instructional Aide at an hourly rate of \$12.70 effective February 12 due to increased student needs. The School Board expressed support to move the employment recommendation to the February 20 agenda for approval.

**e. Agreements**

**Discussion Item/Action Item - Sage College Tuition Rewards Program:** Ms. Zula said that Kades Margolis, the District's tax sheltered annuity administrator, is offering employees the opportunity to earn points through participation in various benefit programs that can be translated toward an offset to college tuition costs. Ms. Zula said that the program is free to the District and employees. Ms. Zula said that the District would need to allow representatives to explain the program to employees as part of its annual benefit presentations. Dr. Gomboc-Turyan asked if the employees would be taxed on this benefit. Ms. Zula said that it was her understanding that the District would not be involved in any recordkeeping. Mr. Franklin said that the District can ask Kades Margolis about the potential taxability of the program. The School Board expressed support to move the agreement to the February 20 agenda for approval.

**10. Academic Affairs**

**a. Agreements**

**Action Item - Forum Agreement:** Dr. Suski said that the agreement for use of the Forum for graduation is attached to the agenda. Dr. Suski said that the \$650 cost is no increase from the prior year. The School Board expressed support to move the agreement to the February 20 agenda for approval.

**Action Item – Math Professional Development:** Mrs. Mostoller reviewed the agreement to have Solution Tree, Inc. provide professional development for K-12 math instruction during the 2018-2019 school year at a cost of \$18,600 for three on-site sessions plus \$842.80 for resources used during the sessions. Mrs. Mostoller said that the cost would be included in the 2018-2019 budget and that this is part of a three-year plan that is being developed. Mrs. Mostoller said that math scores are stagnant and that the District doesn't believe that resources are going to provide the necessary solution. Mrs. Mostoller said that the District believes that it is necessary to invest more in its greatest asset – its teaching staff. Mrs. Mostoller said that this company is not a textbook company; it is a company that specializes in professional development. Mrs. Mostoller said that next year's professional development would be for approximately 12 teachers and the administrators. Mrs. Mostoller said that the desire is that those teachers would become "experts" and provide training to the other staff. Mrs. Mostoller said that if a future budget would allow for a math coach position that the candidate might come from this group of teachers. Mr. Montgomery asked if teachers will be able to implement what they learn in the classrooms immediately. Mrs. Mostoller said that the teachers would be encouraged to do that. Mrs. Mehaffie asked what the outcome was from the visit by the math professor at Penn State University. Dr. Suski said that the District was told that there are some pedagogy changes that are needed and this staff development can help to address that. Mr. Ponnnett said that this is a necessary expense and he supports it. The School Board expressed support to move the

agreement to the February 20 agenda for approval.

**b. Curriculum**

**Information Item - Addition of New Courses for 2018-19:** Mrs. Mostoller said that there are two courses being written for addition to the 2018-2019 course selection guide at the High School:

1. **Computer Science With Java** – Mrs. Mostoller said that this is the second coding course being developed as part of a four year plan to incorporate a strand of coding electives. Mrs. Mostoller reviewed the four-year plan. Mrs. Mostoller said 22 students took “Introduction to Coding” in the first semester and 20 students are taking the course this semester. Mrs. Mostoller said that by 2020-2021 there should be a four-year coding program in place.
2. **Calculus** – Mrs. Mostoller said that Advanced Placement Calculus is currently offered, but the Administration believes that students should have the ability to take a calculus course without the AP designation.

**c. Contracts**

**Immediate Action Item - Neuro-Psychological Evaluation:** Dr. Suski reviewed the need to engage SOARPsych, LLC to provide a neuro-psychological evaluation for a District student that needs to occur in the very near term.

Mr. Montgomery moved and Mr. Ponnett seconded a motion to approve the contract with SOARPsych, LLC to provide the neuro-psychological evaluation in accordance with the fee schedule attached. The vote to approve the motion was 6 to 0. **(See Attachment)**

**d. Field Trips**

**Action Item – Field Trip Approvals:** Mr. Montgomery noted that there are several field trips listed on the agenda. Mrs. Mostoller confirmed that all of the field trips are annual trips. Dr. Suski pointed out that Mr. Vaughn and Mr. McCain applied for a grant from the Masonic Temple to help fund the annual canoe trip so that students would not need to incur a cost. The School Board expressed support to move the field trips to the February 20 agenda for approval.

**e. Policies**

**Information Item - Policy #715 Exception:** Mr. Montgomery said that a request was received from Mr. Little, MAMS Social Studies teacher, to allow a cannon and muskets to be fired on school property on Wednesday, May 30, 2018 as part of a Civil War reenactment. Dr. Suski said that in accordance with Policy #715 approval of the building principal and superintendent is granted. Dr. Suski said that the police will be contacted to inform them of the cannon/musket use.

**Discussion Item / Action Item - Policy 217.1:** Dr. Suski said that she spoke with the District Solicitor as a follow-up to discussion at last month's meeting and was advised that because there are students enrolled at many institutions the District does not bear the responsibility to verify clearances. The School Board expressed support to move adoption of the policy revision

to the February 20 agenda for approval.

**f. Programs**

**Information Item - Addressing Student Mental Health Needs:** Dr. Suski said that the Administrators will meet with Effective School Solutions this week to discuss the possibility of contracting for in-district clinical services for students with emotional and behavioral problems. Dr. Suski provided some statistics of how school districts were impacted by working with the company. Dr. Suski said that after the meeting with the Administration she would like to have them present information to the School Board. Dr. Suski said that this is one of several steps the District is taking to address the increasing mental health needs of its K-12 students. Dr. Suski said that Communities that Care is researching preventative programs through grants available through the PA Commission on Crime & Delinquency. Dr. Suski said that the evidenced-based, blueprint programs (focusing on truancy, attention, bullying and drugs & alcohol) would be offered both during the school day and after hours either via the District or through the new Communities that Care. Dr. Suski noted that the District's Home & School Visitor is doing a tremendous job and that there are 35 student attendance improvement plans in the works. Dr. Suski said that plans focus on the root cause of why students are not coming to school. Dr. Suski said that the Administration is also looking at other programmatic changes, in particular at the elementary level, to provide additional support to students who are not functioning well in a regular classroom setting. Dr. Suski described some of the situations that are occurring that are taking a significant amount of time away from the principals and their focus on instructional leadership. Dr. Suski asked Mr. Borrelli to estimate the amount of time that is spent each day on student behavioral issues. Mr. Borrelli said that he would estimate 75% of his time and that would be higher if the guidance counselor were not assisting. Mr. Montgomery applauded moving in this direction and stressed the need to emphasize dealing with trauma. Dr. Suski agreed and said that 95% of the issues that arise stem from childhood trauma experiences. Dr. Hunter said that one in every five children has a form of mental illness.

**g. Grants**

**Discussion Item - Pre-K Counts Letter of Intent:** Dr. Suski said that Capital Area Intermediate Unit is looking for districts to make a good faith commitment to the Pre-K Counts Grant by mid-February when the grant application becomes available. Dr. Suski said that the IU would be the grantee. Dr. Suski said that the District will need to submit its intent to participate at one of three possible levels and described those levels – 1) District operates its own pre-K classroom, 2) District works with an existing provider that meets the qualification requirements, and 3) participation in a regional pre-K networking and communications group. Dr. Suski said that Middletown is on the top of the list of school districts with the greatest need. Dr. Suski said that the IU has identified that there are 383 students that are considered under-served in the community. Dr. Suski said that the first option could be challenging for the District as there is no space in any of the elementary buildings. Dr. Suski noted that other school districts also have space limitations. Dr. Suski said that Fink Elementary School has the Head Start program and she would hate to see that program removed. Dr. Suski noted that it could be possible to run a Head Start program in conjunction with the Pre-K Counts program, but she was not sure what that would look like. Dr. Suski said that another option would be to add modular classrooms at one

of the elementary buildings. Dr. Suski said that the District may need to look at proceeding with a renovation project at Kunkel Elementary School using the Part A filing that was submitted prior to the PlanCon project moratorium. Dr. Suski said that there is only one provider that could be used under the second option and that is the daycare provider at Penn State Harrisburg. Dr. Suski said that she reached out to them and they have interest in participation, but she was not sure if space would exist for them to take an additional 20 students. Mrs. Mehaffie asked how 20 students would be selected out of 383. Dr. Suski said that she perceived it would be on a first-come, first-served basis, but those details were not yet rolled out by the CAIU. Dr. Suski asked whether the School Board had interest in either option 1 or option 2. Mr. Montgomery suggested that both options continue to be explored. Mr. Fager asked if option 1 could be used with a space outside of a District building. Dr. Suski confirmed that another building could be used, such as a church. Mrs. Mehaffie asked whether changing building configurations would open up any space. Dr. Suski said that the District has given consideration to elementary centers many times over the years, but parents have never been polled. Dr. Suski indicated that polling parents would be a necessary step. Dr. Suski said that when teachers were polled the results were split equally on whether elementary centers should be explored. Dr. Suski explained some of the impact associated with an elementary center model. Mrs. Mehaffie asked if there was an educational benefit of the center model. Dr. Suski said that there is research available to support both the traditional K – 5 model as well as a model that allows for different grade levels to be housed in separate buildings; however, the center model would require additional staffing that would have a budgetary impact. Dr. Suski said that the District will look at how projecting classes forward changes space needs for next year. Dr. Suski said that the Pre-K Counts letter of intent will need to be submitted within the next two weeks.

## 11. Operations

### a. Capital Projects

**Information Item - Capital Projects Tracking:** Mr. Franklin said that the form to track progress on current capital projects is attached to the agenda, but there is nothing significant to point out.

**Discussion Item - Additions to Multi-Year Capital Projects Plan:** No items are proposed to be added to the multi-year capital projects plan this month.

**Immediate Action Item - HS Project Site Contractor Change Order #34 / PlanCon Part I:** Mr. Meiser explained that York Excavating Company, LLC has presented change order for the High School project to rework Basin DA-1B at the High School in accordance with the corrective action plan approved by Dauphin County Conservation District. Mr. Meiser explained that York Excavating Company, LLC is a co-permittee for the land development plan and that the work must be done in order to close out the land development plan and the High School project. Mr. Meiser said that the change order requires submission of a PlanCon Part I form to PDE for approval before work can commence. Mr. Meiser said that a question was raised about whether this work should be delayed pending the results of the athletic master plan. Mr. Meiser said that Mr. Horn has suggested that this work needs to proceed in order to close out the High School

project before any field work should occur.

Mr. Montgomery moved and Mr. Fager seconded a motion to approve submission of High School Project PlanCon Part I (#8) to the Pennsylvania Department of Education (PDE) and to approve change order SC #34 for York Excavating Co. LLC to rework Basin DA-1B at a cost of \$124,453.98 using Capital Reserve funds pending approval of the Part I from PDE. The vote to approve the motion was 6 to 0. ***(See Attachment)***

**Immediate Action Item - Basin DA-1B Corrective Action Plan Oversight:** Mr. Meiser said that the Dauphin County Conservation District also requires the oversight of the engineer of record for the Corrective Action Plan.

Mr. Fager moved and Mr. Ponnett seconded a motion to approve the proposal from Raudenbush Engineering to provide the required oversight at Basin DA-1B at an estimated fee of \$2,800 on a time and material basis using Capital Reserve funds. The vote to approve the motion was 6 to 0.

**Immediate Action Item - Basin DA-1B Soil Removal Oversight:** Mr. Meiser said that the Dauphin County Conservation District also required soil removal oversight.

Mr. Montgomery moved and Dr. Gomboc-Turyan seconded a motion to approve a proposal from Advantage Engineers to provide the necessary oversight for the removal of two feet of soil by York Excavating Company, LLC from Basin DA-1B in order to confirm removal of the low permeability soils currently located at the surface and exposure of the underlying sandy soils at a lump sum fee of \$1,250 with any on-site time required beyond 8 hours billed at \$75 per hour using Capital Reserve funds. The vote to approve the motion was 6 to 0.

#### **b. Equipment Purchases**

**Immediate Action Item - Operations Building Shelving:** Mr. Meiser reviewed a quote from SJF Material Handling Inc. for added shelving for the Operations Building in order to improve organization and efficiency. Mr. Meiser said that it is used equipment and asked if action could occur at tonight's meeting to ensure that it is still available.

Mr. Montgomery moved and Dr. Gomboc-Turyan seconded a motion to approve a purchase of shelving from SJF Material Handling, Inc. at a cost of \$3,015.28 using Capital Reserve funds. The vote to approve the motion was 6 to 0.

#### **c. Approvals**

**Immediate Action Item - Contracted Drivers:** Mr. Franklin said that there is an immediate need for both of the drivers listed on the agenda.

Mr. Montgomery moved and Dr. Gomboc-Turyan seconded a motion to approve the following drivers for the 2017-2018 school year – Wilbert Barnes (Boyo) and Dawn McGinty (First Student). The vote to approve the motion was 6 to 0.

**d. Use of Facilities**

**Action Item - Facility Use:** The School Board reviewed the facility use requests on the listing attached to the agenda. Mr. Meiser suggested that if the fees were to be waived for the Theatre Harrisburg request that the user be asked to set the cafeteria back up to save custodial employee time. Mr. Montgomery asked why they are seeking to use the cafeteria instead of the auditorium. Dr. Suski reviewed the email that accompanied the request and said that they made the request for the cafeteria because the fees were less for that venue than the auditorium. The School Board expressed support to move the facility use requests to the February 20 agenda for approval with the Theatre Harrisburg request changed to use of the auditorium instead of the cafeteria.

**Action Item - Request from Penn State Harrisburg:** Dr. Suski reviewed a request from Dr. Shirley Clark, Professor of Engineering at Penn State Harrisburg, to have her class walk the campus on a weekend as part of a storm water management project they are working on for Middletown Borough. Dr. Suski said that they would also be working with Lower Swatara Township, Middletown Borough, Royalton Borough and the Penn State campus to investigate the storm water management problems in the region. Dr. Suski said that they would wear construction vests. The School Board expressed support to move the request to the February 20 agenda for approval.

**12. Adjournment**

Mr. Fager moved and Mr. Lupp seconded a motion to adjourn. The vote to approve the motion was 6 to 0. The meeting adjourned at 8:30 p.m.

**ATTEST:**

---

David A. Franklin, Board Secretary