

**MIDDLETOWN AREA SCHOOL DISTRICT  
SCHOOL BOARD AGENDA PLANNING MEETING**

March 6, 2018

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**Board Members in attendance:** Mike Corradi, Dr. Julie Gomboc-Turyan, Dr. Brian Keating, Christopher Lupp, Linda Mehaffie, Darnell Montgomery and Jennifer Scott

**Board Members not in attendance:** Melvin Fager, Jr. and John Ponnett, Jr.

**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, MAHS Principal; Kevin Cook, MAMS Principal; Darren DiCello, Director of Technology and Digital Learning; Marie Drazenovich, Fink Elementary School Principal; Christine Mostoller, Director of Curriculum, Instruction and Assessment; Krystal Palmer, Director of Special Education; Christopher Sattelle, MAMS Assistant Principal; Trevor Saylor, Reid Elementary School Principal; Cliff Smith, Athletic Director

**District Staff:** Dr. Elizabeth Gannon-Rittenhouse, Zach Kepler, Mary Webb, Jody Zorbaugh

**Interested Students and Citizens:** Nichole Cook, Daniel Hinchcliff, Dave Horn

**Candidates for Employment:** None

**Reporter:** Dan Miller

**1. Call to Order**

Mrs. Mehaffie called the meeting to order at 6:12 p.m. in the Large Group Instruction Room of the Middletown Area High School. Mrs. Mehaffie announced that the School Board met in Executive Session prior to the School Board meeting beginning at 5:15 p.m. to discuss personnel and legal matters.

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

**2. Roll Call**

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

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

**a. Candidates for Employment or Approval:** There were no candidates for employment present to be introduced.

**b. Presentations**

**Student Academic Growth at Mid-Year:** Dr. Suski noted that the building principals were present to provide information on the academic growth in each school building at the mid-year

point.

Mr. Borrelli said that Aimsweb is used universally at the elementary level to screen student progress. Mr. Borrelli reviewed grade level information on fluency, guided reading, and math for Kunkel Elementary School. Mr. Borrelli said that overall reading fluency has improved and he delineated the movement by grade level. Mr. Borrelli said that all grade levels except 1<sup>st</sup> grade had growth in guided reading that exceeded expectations. Mr. Borrelli noted that the growth for 1<sup>st</sup> grade was as expected. Mr. Borrelli showed that in 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grades students had between 77% and 93% growth/significant growth in math. Mr. Borrelli said that 4<sup>th</sup> grade students had the highest percentage of no growth in math and 5<sup>th</sup> grade students had the highest percentage of significant growth.

Ms. Drazenovich reviewed grade level information on fluency, guided reading, and math for Fink Elementary School. Ms. Drazenovich said that both categories of reading fluency had declines: fast and right vs. slow and wrong/fast and wrong. Ms. Drazenovich said that the decline for fast and right fluency was not as pronounced as the decline in the other category, which is good. Ms. Drazenovich also reviewed the fluency data by grade level. Ms. Drazenovich said that all grade levels except 1<sup>st</sup> grade met or exceeded expectations for growth in guided reading. Ms. Drazenovich said that growth for 1<sup>st</sup> grade did not meet expectations and this data will help to drive instruction. Ms. Drazenovich showed that in 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grades students had between 70% and 89% growth/significant growth in math. Ms. Drazenovich said that 5<sup>th</sup> grade students had the highest percentage of no growth in math and 3<sup>rd</sup> grade students had the highest percentage of significant growth.

Mr. Saylor reviewed grade level information on fluency, guided reading, and math for Reid Elementary School. Mr. Saylor said that overall reading fluency has improved and he delineated the movement by grade level. Mr. Saylor said that 1<sup>st</sup> and 2<sup>nd</sup> grade had growth in guided reading that exceeded expectations. Mr. Saylor said that growth for 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade did not meet expectations and this data will help to drive instruction. Mr. Saylor said that Reid did not run math diagnostics at the beginning of the year. Mr. Saylor said that the mid-year data will be used to identify areas of need for the PSSA testing and growth will be assessed at the end of the year when the diagnostics are administered again.

Dr. Suski noted that significant emphasis is being placed on guided reading at the elementary level. Mr. Borrelli said that the elementary buildings have been able to develop schedules that have guided reading being taught at the same time across grade levels. Mrs. Mehaffie asked why students wouldn't be allowed to read more than one year above grade level. Mr. Borrelli said that is discouraged by the Fountas & Pinnell framework. Mr. Borrelli said that it is designed to ensure that students are proficient in all skills, not just fluency. Ms. Drazenovich said that students might be able to decode words that are typically taught at a higher grade level, but they may not be able to comprehend the content. Ms. Drazenovich said that the District would always take care of students that have accelerated learning ability. Ms. Drazenovich said that the goal is to have students read, understand, and write at their grade level.

Mr. Cook explained that the Classroom Diagnostic Tool (CDT) is used for the first benchmark and Study Island is used for the second and third benchmark at the Middle School. Mr. Cook reviewed English/Language Arts (ELA), Math and Science growth by grade level. Mr. Cook said that the 8<sup>th</sup> grade average for ELA shows a slight decline from 62.2% to 59.3% and the 8<sup>th</sup> grade average for Science increased from 53.4% to 57.2%. Mr. Cook said that the 7<sup>th</sup> grade average for ELA shows a slight decline from 63.1% to 61% and the 7<sup>th</sup> grade average for Math shows a slight decline from 54.6% to 53.6%. Mr. Cook said that the 6<sup>th</sup> grade average for ELA shows an increase from 51% to 61.5% and the 6<sup>th</sup> grade average for Math also shows an increase from 49.8% to 56.7%.

Mr. Carnes said that CDT is the primary benchmarking tool used at the High School. Mr. Carnes showed positive growth for all Keystone areas – Algebra I, Biology, and Literature – between the baseline and the winter assessment.

Dr. Suski said that the common theme among the presentations is that teachers and administrators are individualizing instruction through the use of data.

**School Safety Discussion in the Aftermath of Parkland, FL:** Dr. Suski said that a member of the community contacted her to offer financial assistance from his business to address any school safety concerns that might exist. Dr. Suski said that the individual did not want to be named at this time. Dr. Suski said that the individual mentioned that the amount available could be in the hundreds of thousands and she asked the School Board what security enhancements they might like to see in the school buildings with this possible funding. Mrs. Scott suggested that the proposals discussed last spring for secure vestibules be reconsidered. Mrs. Scott questioned whether any forthcoming legislation would have an impact on what should be done. Mrs. Mehaffie asked if the state police analysis could be provided to allow for discussion on areas that they suggest are of concern. Dr. Suski said that she contacted the PA State Police immediately after receiving information from Rep. Mehaffie, but she has not heard back from them yet. Dr. Suski said that she will follow up on her communication to them. Dr. Suski said that she has provided baseline information to the building principals to allow them to conduct their own preliminary assessment and that the results indicate that we are in good shape in most areas. Mr. Corradi suggested that a questionnaire be sent to the teachers to ask for any ideas. Dr. Suski said that she has already heard from some teachers and the teachers' association. Mrs. Mehaffie asked if we should consider arming teachers with guns. Mr. Montgomery said that he was opposed to the idea of arming teachers. Mrs. Scott and Dr. Keating concurred. Mrs. Mehaffie asked whether metal detectors should be considered. Mr. Lupp suggested that metal detectors could be added to the solution set provided to the individual offering resources. Mr. Montgomery said that he has concerns about turning schools into prisons. Mr. Montgomery said that he believes that we need to find a balance between safety and a prison environment. Mrs. Mehaffie questioned whether additional guidance counselors should be considered. Dr. Suski said that there is a need for additional mental health supports. Mr. Lupp asked whether the School Resource Officer (SRO) is armed. Dr. Suski

confirmed that the SRO is armed. Mrs. Mehaffie asked whether an additional SRO is needed. Dr. Suski said that an additional SRO could be pursued as an option. Mrs. Mehaffie asked whether retired military personnel could be considered. Dr. Suski said that she will obtain costs on an SRO and metal detectors to include with the costs for the secure vestibules. Mr. Corradi questioned whether metal detectors would work given the transition in and out of schools for after school activities. Mr. Corradi also said that he feels we need to create a positive school culture. Mr. Corradi said he would like to see the District identify kids that are showing signs that help is needed, so that we can get them the help that they need. Dr. Suski said that the principals have been vigilant about looking for red flags. Dr. Suski said she has submitted a letter of intent for grant funding for Schoolwide Positive Behavior Intervention Support. Dr. Suski said that a vendor meeting will be held this week with the administrators on a solution that will assist in being proactive instead of reactive. Dr. Suski said that she agrees that we want schools to be safe, but we don't want students to be afraid to walk in the doors. Mr. Montgomery said that the District is doing a wonderful job in developing that culture. Mr. Montgomery said that there also needs to be a community component. Mr. Montgomery said that if money is being spent he thought it would best be spent to address social/emotional needs that will help students be better people.

Dr. Suski noted that March 14<sup>th</sup> has been designated as National School Walkout Day in the aftermath of the Parkland, FL school shooting. Dr. Suski said that the secondary principals asked their student body leaders what their plans are for this initiative to ensure the safety of students. Dr. Suski asked the principals to share what is being planned for their buildings. Mr. Cook said that an announcement will be made over the public address system at 2:00 p.m. on March 14 to have students go into the hallways and stand shoulder to shoulder for a moment of silence. Mr. Cook said that Mr. Schlicher will play the chimes 17 times to recognize each life that was lost in the Parkland, FL shooting. Mr. Cook said that each grade will then be afforded an opportunity to sign a banner as a pledge against school violence and to "say something if they see something." Mr. Carnes said that the High School student leadership will have a "walkout" into the courtyard. Mr. Carnes said that the student leadership decided that in order for a student to participate he/she will need to write a letter to their state representative. Mr. Carnes said that during the walkout a resolution focusing on the need for mental health services for High School students will be read and that a chime will be played every minute for 17 minutes. Mr. Carnes said that the resolution will be sent to Rep. Mehaffie with the hope that it will be read in the General Assembly. Mr. Carnes said that the students will then be afforded an opportunity to sign the resolution. Mr. Carnes said that the students also decided to sell T-shirts with the proceeds being sent to Parkland, FL to assist with mental health services for those students. Mrs. Mehaffie suggested that perhaps the banners that are being made in the Middle School could be sent to Parkland, FL as well. Dr. Gomboc-Turyan thanked the administrators for being creative while still maintaining safety for the students.

Mrs. Webb commented that the attitudes and actions of the students make her more proud than having stellar test scores.

#### **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 Dr. Gomboc-Turyan seconded a motion to approve the minutes of the February 20, 2018 School Board General Business Meeting. The vote to approve the motion was 7 to 0.

### b. Communications

There were no communications.

## 6. Old Business

Mr. Franklin stated that there was no Old Business.

## 7. Academic Affairs

### a. Employment

**Immediate Action Item - Work Experience Program:** Mr. Franklin said that the students listed on the agenda for employment had already begun work in the Work Experience Program.

Mr. Montgomery moved and Mr. Corradi seconded a motion to employ Hunter Rinier and Cristian Rivera-Eubanks in the Middletown Area School District Work Experience Program for the 2017-2018 school year at the rate of \$7.25 per hour. The vote to approve the motion was 7 to 0.

### b. Agreements

**Immediate Action Item - Bilingual Psychoeducational Testing Agreement:** Mr. Montgomery referenced the request on the agenda to approve an agreement for bilingual psychoeducational testing.

Mr. Montgomery moved and Mr. Lupp seconded a motion to approve a bilingual psychoeducational testing agreement with Central Penn Education Associates at a cost of \$2,700. The vote to approve the motion was 7 to 0.

**Immediate Action Item - Independent Consultant Agreement:** Mr. Montgomery referenced the request on the agenda to approve an agreement with Dr. William Kennedy to provide psychoeducational and gifted evaluation services.

Mr. Montgomery moved and Mr. Lupp seconded a motion to approve an agreement with Dr. William Kennedy to provide psychoeducational and gifted evaluation services from March 17, 2018 through June 30, 2018 at the cost schedule listed below. The vote to approve the motion was 7 to 0.

1. \$600 per evaluation
2. \$500 per reevaluation
3. \$400 per gifted evaluation

4. \$300 per records review reevaluation report
5. \$100 per Functional Behavior Assessment
6. \$50 per classroom observation
7. \$50 per records review
8. \$50 per hour for meetings and consultations

**c. Field Trips**

**Action Item - Field Trips/Conventions:** Mr. Montgomery referenced the field trips/conventions for FBLA and Key Club that were listed on the agenda. The School Board expressed support to move the field trips/conventions to the March 20 consent agenda for approval.

**d. School Calendar**

**Action Item - Final Exam Schedule:** Mr. Montgomery referenced the final exam schedule for the High School as listed on the agenda. The School Board expressed support to move the final exam schedule to the March 20 consent agenda for approval.

**Action Item - Early Dismissal on Last Student Day:** Mr. Montgomery referenced the request to approve an early dismissal on the last student day of the 2017-2018 school year. The School Board expressed support to move the early dismissal to the March 20 consent agenda for approval.

**e. Policies**

**Information Item - Policy Revisions:** Mr. Montgomery referenced three policies on the agenda that have been recommended for first reading as part of the PSBA policy review – Policy 103 (Nondiscrimination in School and Classroom Practices), Policy 210 (Admission of Kindergartners and Beginners), and Policy 233 (Suspension/Expulsion). The School Board expressed support to place the policies on the March 20 agenda for first reading.

**f. Grants**

**Information Item - Pre-K Counts Grant:** Dr. Suski said that a meeting was held at PaTTAN on March 5 and that a letter of intent was submitted to CAIU to participate in the Pre-K Counts grant at Levels I & II. Dr. Suski said that a Level I program would be operated by the District and a Level II program would be operated by a daycare meeting the necessary requirements. Dr. Suski said that since the Agenda Planning meeting on February 6, she has met with Bright Horizons at Penn State Harrisburg. Dr. Suski said that this daycare is the only one in the District meeting the requirements to operate the program. Dr. Suski said that Bright Horizons is very interested in partnering with the District and they have indicated that they have space to accept 10-15 students. Dr. Suski said that applying for both Level I & Level II allows the District to keep both options open. Dr. Suski said that since the last meeting, additional information regarding student selection is known. Dr. Suski said that Mr. Borrelli was familiar with the selection process from his time with Halifax Area SD. Mr. Borrelli said that selection is formula based. Mr. Borrelli said that applicants cannot be above 300% of poverty level and then selection would occur based upon points that are assigned for risk factors. Mrs. Scott asked if the program would be a full-day program. Dr. Suski said that is optional, but the Administration believes that would

be best. Dr. Suski said that between the Level I & Level II programs, the District could be serving between 30 and 35 students. Dr. Suski explained the application process for the grant. Dr. Suski said that the Capital Area Intermediate Unit was going to serve as the grantee; however, they are recommending that Middletown should also apply for the grant individually. Dr. Suski said that there are not enough school districts in the IU that have committed to participation and that could negatively impact the IU from being a successful applicant. Dr. Suski said that the program does not need to begin operation at the start of the school year, which is good because funding may not be known at that time. Dr. Suski stated that if the funding is received, there is a five year commitment required. Dr. Suski was asked if a school district can apply again after the five year period. Dr. Suski confirmed that school districts can reapply and said that school districts that already receive Pre-K Counts funding receive preferred status in grant awards.

**Information Item - PCCD Grant Opportunity:** Dr. Suski said that the Middletown Communities that Care (CTC) and the District will each be applying for grants from the Pennsylvania Commission on Crime & Delinquency for the 2018-2019 school year. Dr. Suski said that CTC is applying for a grant to fund an afterschool program to strengthen the family unit. Dr. Suski said that the District is looking at grant opportunities related to social and emotional learning programs.

**g. Programs**

**Action Item - Summer Programs:** Mr. Montgomery referenced the summer programs listed on the agenda for Title I, extended school year services and middle school summer school. The School Board expressed support to move the summer programs to the March 20 consent agenda for approval.

**Information Item - Trauma-Informed Classrooms:** Dr. Suski informed the School Board of plans to include the addition of Trauma-Informed Classrooms (school within a school model) at Kunkel Elementary School in the budget for the 2018-2019 school year. Dr. Suski said that this multi-age program will be designed for the most at-risk learners who are victims of childhood trauma impacting their ability to succeed in the regular classroom environment. Dr. Suski said that all personnel involved in this program will be required to obtain Level I certification as a Trauma-Informed Practitioner. Dr. Suski said that last month Mr. Borrelli estimated that he spends 75% of his time addressing student behavior. Dr. Suski said that this pulls building principals from being the educational leaders in their buildings. Dr. Suski said that there is a national movement to establish Trauma-Informed Classrooms. Dr. Suski said that this classroom setting is beneficial for students who have been exposed to situations that many adults have not experienced. Dr. Suski said that there are students living in survival mode, crying out for help. Dr. Suski said that the plan is to create a school within a school for these students Districtwide at Kunkel Elementary School. Dr. Suski said that modular classrooms may be needed as all three school buildings are running out of space. Dr. Suski noted that several factors have created the space concerns, including the addition of special education classes for students that were previously educated outside of the school district at a higher cost and opening the school buildings for student services provided by itinerant contractors. Dr. Suski said that this program would be run

with multi-age classrooms and with space for specialized therapies. Dr. Suski said that the success of the program will be dependent on having staff that have a passion for working with students experiencing mental health issues. Dr. Suski discussed the staff certification and curriculum. Dr. Gomboc-Turyan asked how many grades would be in the program. Dr. Suski said that it would be multi-age classrooms at the elementary level. Mr. Corradi asked whether students would transition from the program. Dr. Suski confirmed that would be the case. Dr. Suski commented that addressing the needs of the students would also benefit the students in the regular classroom environment as they would experience less disruption. Mrs. Mehaffie said that she is supportive of this program because it will have a benefit for all students.

#### **h. Contracts**

**Discussion Item - Modular Classrooms:** Mr. Franklin said that as a follow-up to the discussion at the February 6 Agenda Planning Meeting regarding the Pre-K Counts Grant, Mr. Meiser started to get pricing on modular classrooms to address the need for additional space at the elementary level. Mr. Franklin reviewed potential costs that would be associated with the addition of modular classrooms at Kunkel Elementary School, including possible soil compaction testing; ADA accessibility; electrical connections; plumbing connections; data and security system connections; site setup; and modular classroom delivery, installation and monthly rental. Mr. Franklin said that cost estimates have not been obtained for all of the cost items. Mr. Franklin noted that the classrooms could be obtained through a cooperative purchasing contract and actual cost estimates have been obtained from two companies. Mr. Franklin said that the delivery and installation of the classrooms would require a one-time cost of approximately \$140,000 and monthly rental fees of approximately \$4,000 per month. Mr. Franklin said that actual costs have not been received for all of the utility connections, but preliminary estimates are that it could be between \$150,000 and \$175,000. Mr. Corradi asked whether the classrooms could be put on pavement so that soil compaction testing and some of the other costs might not be required. Mr. Franklin said that he was not sure if that could occur, but he did believe that there was an effort to select a location that was close to an entrance of Kunkel Elementary School since some transfer might occur between the building and the modular classrooms during the day. Dr. Suski was asked if the addition of the modular classrooms was needed because of the Pre-K Counts program. Dr. Suski said that the Pre-K Counts program requires space, but the Trauma-Informed Classrooms will also require additional space. Dr. Suski said that she did not envision that the Pre-K Counts program would be housed at Kunkel. Dr. Suski said that it was more likely that the program would be housed at Fink Elementary School through working with the Headstart program to condense their space for administrative functions. Mrs. Mehaffie expressed concern about the cost of the modular classrooms for short-term needs. Dr. Suski said that the length of time is not known until a decision is made on whether to proceed with the Kunkel renovation/addition project. Mrs. Mehaffie asked whether the Large Group Instruction (LGI) Room at Kunkel Elementary School could be used instead of the modular classrooms. Dr. Suski said that the LGI Room is currently used for instructional purposes such as assemblies and projects. Mr. Lupp asked if the courtyard could be absorbed and converted into building space. Mr. Franklin was unsure of whether that type of work would have an impact on the Kunkel PlanCon project. Mrs. Mehaffie noted that \$300,000 is a lot of

money to spend for modular classrooms that could possibly be spent on other capital needs of a more permanent nature. Mr. Corradi asked if there was a way to accommodate the program needs on a temporary basis at a lower cost. Dr. Keating asked how many students would be educated in the Trauma-Informed Classroom setting. Dr. Suski estimated that it would be 20-35 students but that at least four classrooms would be needed.

## 8. Operations

### a. Bids

**Immediate Action Item - Natural Gas Procurement for 2018-2019:** Mr. Franklin explained that the District's consultant has obtained bids for natural gas in all buildings beginning in 2018-2019 when existing contracts expire, but has also obtained pricing to extend the contracts through July 2020 or July 2021. Mr. Franklin said that the consultant compared the pricing to what was anticipated for next year's budget and there are cost savings over the anticipated budget for the contracts at any length of time. Mr. Franklin said that greatest cost savings are possible to extend the contract through July 2020 or July 2021. Mr. Franklin explained that the consultant is also recommending switching the contract for the High School from a DS account to a NT account because UGI changed the tariff in December 2016 making the DS rates uncompetitive. Mr. Franklin concurred with the consultant's recommendation to lock in rates through July 2021. In order to lock in rates, Mr. Franklin requested that action be taken at the meeting if a decision was possible. ***(See Attachment)***

Mr. Montgomery moved and Mrs. Scott seconded a motion to accept the bids for natural gas from Direct Energy through July 2021 at a cost of \$3.524 Mcf for interruptible service accounts, \$3.985 Mcf for the High School NT account, and \$4.111 Mcf for all other NT accounts. The vote to approve the motion was 7 to 0.

**Immediate Action Item - WMF Game Management Structure:** Mr. Franklin said that the War Memorial Field Game Management Structure project is ready to be bid. Mr. Franklin said that revised Pennsylvania Department of Education guidance issued in 2010 indicates that "due public notice" requires only 2 weeks of advertising in 1 newspaper of "general circulation." Mr. Franklin said that due to the reduced publication dates for the Patriot-News this would require publication on Tuesday, March 13 and Sunday, March 18. Mr. Franklin said that the project timeline calls for a pre-bid meeting on Monday, March 19 with bids due on Wednesday, March 28 and bid award tentatively scheduled for Tuesday, April 3 in order to achieve substantial completion for the start of the school year. Mr. Franklin said that although the notice requirement is met by placing the ad in the Patriot-News, a broader reach might be beneficial in achieving lower bids so it is recommended to also advertise in the Lancaster newspapers on the same dates as the Patriot-News.

Mr. Corradi moved and Dr. Gomboc-Turyan seconded a motion to authorize the War Memorial Field Game Management Structure project for bid in the Patriot-News and Lancaster newspapers on March 13 and March 18, 2018. The vote to approve the motion was 7 to 0.

### b. Capital Projects

**Information Item - Capital Projects Tracking:** Mr. Franklin said that the form to track progress on current capital projects was attached to the agenda. Mr. Franklin said that there was nothing of significance to note on the attachments.

**Discussion Item - Additions to Multi-Year Capital Projects Plan:** Mr. Franklin said that no items were proposed to be added to the multi-year capital projects plan this month.

**Action Item - MAMS Hot Water Heater Replacement:** Mr. Franklin said that four contractors were contacted to provide quotes for the replacement of the MAMS hot water heater. Mr. Franklin said that G.R. Sponaugle and H.B. McClure declined to provide quotes. Mr. Franklin was asked why those contractors did not provide quotes. Mr. Franklin responded that Susquehanna Mechanical has provided quotes for some other projects recently and has been lower and some of the contractors have indicated that they are unable to compete with the pricing that Susquehanna Mechanical is providing. Mr. Franklin noted that of the two remaining quotes that were received, Susquehanna Mechanical did not provide the lowest quote (\$132,600). Mr. Franklin was asked whether purchasing requirements were met if only two quotes were received. Mr. Franklin said that because the quotes are using Costars pricing technically only one quote was needed, but the District has been seeking multiple quotes in order to ensure that the best pricing is used for projects. Mr. Franklin noted that the lowest quote was from Enginuity at a cost of \$110,600. Mr. Franklin was asked if we have done business with that company before and he responded that we have. Mr. Franklin referenced the capital projects tracking and said that this quote will have the project below budget. The School Board expressed support to move the hot water heater replacement to the March 20 consent agenda for approval.

**Discussion Item - MAHS Auditorium Acoustics:** Mr. Franklin said that the report from the design consultant's January 30, 2018 visit was attached to the agenda. Mr. Franklin said that the report was not clear on what the consultant was recommending in order to address the acoustic concern. Mr. Franklin said that he had an email from Crabtree Rohrbaugh specifying that the consultant recommends installing the originally designed angle wall panels on the side and rear walls and adding walk-draw curtains to the rear wall. Mr. Franklin said that he asked for cost estimates and was told to plan for a cost of approximately \$62,000 for the first recommendation and approximately \$23,000 for the second recommendation. Mr. Franklin noted that the first recommendation was part of the original design of the building, but was removed through the value engineering process when the total project cost exceeded the budget. Mr. Franklin said that the second recommendation was proposed by the consultant during initial design, but was not even included in the project scope. Mr. Franklin said that the District was advised that the rejection of both items would not impact the ability of the auditorium to function as intended. Dr. Suski said that the average listener would not be able to identify the acoustical issues. The School Board expressed support to obtain formal cost proposals. Mr. Franklin said that would likely involve development of bid specifications. Mr. Franklin noted that the curtains might be able to be obtained through a cooperative purchasing contract.

### c. Agreements

**Immediate Action Item - Maintenance Agreement:** Mr. Franklin said that a preventative maintenance agreement for the District's emergency generators and fire pumps was received from Penn Power Systems. Mr. Franklin referenced the scope of work to be performed on the agreement and said that the cost was \$4,096. Mr. Franklin said that the District wanted to schedule the preventative maintenance and requested that action to approve the agreement be taken at the meeting, if possible.

Mr. Montgomery moved and Dr. Gomboc-Turyan seconded a motion to approve the preventative maintenance agreement with Penn Power Systems at a cost of \$4,096. The vote to approve the motion was 7 to 0.

**Action Item - Software Vendor Change:** Mr. Franklin said that the District would like to change vendors for its online facility use and maintenance work order systems. Mr. Franklin said that the District researched vendors and is interested in using Facilities Management eXpress (FMX) as the platform for these systems. Mr. Franklin said that several school districts in Mr. Meiser's regional chapter have made the vendor switch for lower cost and ease of use. Mr. Franklin noted that the selected vendor's platform communicates with ScheduleStar, which should help with the scheduling for athletic events. Mr. Franklin said that the annual cost for all modules in the system is \$6,500 and said that there is an initial one-time cost of \$3,250 to transfer information from the current vendor's system to the new system and to provide the necessary training. Mr. Franklin said that the Administration would like to commit to the change at this time so that the transfer can occur before the current vendor license expires at the end of the school year. Mr. Franklin said that the only cost that would be charged against the current year budget would be for the one-time transfer and training cost of \$3,250. The School Board expressed support to move the software vendor change to the March 20 consent agenda for approval.

**d. Use of Facilities**

**Immediate Action Item - Use of Facilities:** The School Board reviewed the requests for facility use on the listing attached to the agenda. Dr. Suski had been contacted by Mayor Curry asking if the use request for the Mayoral Madness event could be approved as soon as possible so that advertising could begin. Mr. Franklin pointed out that it was unclear who had run the clock in previous years, so the Mayoral Madness use request showed that there was a potential for a personnel fee. The School Board tabled action on the agenda item while Mayor Curry was being reached. Before the meeting ended, Mayor Curry confirmed that he would pay the fee if no one was willing to volunteer to run the clock.

Mr. Corradi moved and Dr. Gomboc-Turyan seconded a motion to approve the facility use requests on the listing attached to the agenda. The vote to approve the motion was 5 to 0. Dr. Keating and Mr. Montgomery left the meeting before this motion was made. **(See Attachment)**

**e. Approvals**

**Immediate Action Item - Contracted School Bus / Van Drivers:** Mr. Franklin said four drivers are presented for approval for the 2017-2018 school year. Mr. Franklin said that immediate

approval is requested due to the current need for assistance. Mr. Franklin said that Ms. Zula normally reviews all clearances and that has not happened for all of the individuals, so he asked that the motion indicate that approval is pending verification of all clearances and disclosures.

Mr. Montgomery moved and Dr. Gomboc-Turyan seconded a motion to approve Dominick Kurt Garrett (Boyo), Justin Jones (Boyo), Sonny Ramirez (First Student), and Kathleen L. Tennis (Boyo) as contracted school bus/van drivers for the 2017-2018 school year, pending verification of all clearances and disclosures. The vote to approve the motion was 7 to 0.

## 9. Athletics/Activities

### a. Equipment Purchases

**Discussion Item - Proposed Revision to Athletic Uniform Cycle:** Mr. Smith requested that the uniform replacement cycle be altered to shift boys' basketball uniforms from 2020-2021 to 2018-2019. Mr. Smith noted that the uniforms were last replaced in 2013-2014. Mr. Smith said that the uniform replacement cycle could be balanced by adjusting the replacement of the junior high football uniforms. Mr. Smith said that those were last replaced in 2016-2017 and would not need to be replaced as quickly. The School Board expressed support for the change in uniform cycle to be reflected in the development of the 2018-2019 budget.

**Discussion Item / Possible Action Item - Prom Furnishings:** Dr. Suski said that when the prom advisors gave their presentation last month, they noted the up-front costs for linens that would be able to be used in multiple years and possibly by other groups. Dr. Suski said that the advisors have developed a cost estimate for the linens - \$2,061.90. The School Board expressed support to move the linens purchase to the March 20 consent agenda for approval.

### b. Capital Projects

**Discussion Item - Athletic Master Plan:** Mr. Horn indicated that there were several topics for discussion as a follow-up to the February 13 joint committee meeting – PIAA venue design standards, Safe Places to Play grant program, cost assessment and need evaluation, seating needs at a turf field, implementation schedule, and a possible meeting with Lower Swatara Township. Mr. Horn said that he had a discussion with Ron Frisco, a PIAA District 3 representative, about any recommendations they would make for the venue design. Mr. Horn said that he was told that Middletown would be a good location for a field given the access to the Pennsylvania Turnpike and that PIAA does not have any specific design standards or parameters for neutral hosting sites. Mr. Horn noted that lights, concessions, rest rooms, parking, game management, and seats could all be used in consideration of a site. Mr. Horn said that the District was encouraged to design for its own needs, especially with respect to seats, since the current trend is for the higher seed team to host until the semi-finals and finals when a neutral site would be employed. Mr. Horn said that the District meets the eligibility requirements for a Safe Places to Play grant. Mr. Horn commented that a field developed through the program would have the foundation logo (and possibly other logos) placed on the turf. Mr. Horn said that if a field is built through the grant it needs to be used for soccer a majority of the time. Mr. Horn said that this criterion is met with the anticipated field use. Mr.

Horn reviewed the funding potential of the grant - \$25,000 for field lighting and 15% of turf related cost (approximately \$135,150). Mr. Horn explained that the first step is to submit a letter of intent, which must include official quotes from Musco Lighting and Astro-Turf. Mr. Horn said that the letter of interest should be submitted approximately fourteen months prior to the construction completion date. Mr. Horn explained that this is because it might take about two months for an opinion to be rendered on the letter of interest and the grantor wants to see the project completed within one year after that. Mr. Horn said that if the District is deemed to be a good candidate after submission of the letter of interest, the District would then submit an actual grant application. Mr. Horn said that at the last meeting a question was raised about whether any recommended items could be eliminated in order to save on projects. Mr. Horn said the steering committee discussed eight recommendations for the turf field – banners, number of seats, ornamental fence/columns, flagpole, bleacher wrap, landscaping, 10 mm pad under the turf, and line striping on Field 7. Mr. Horn said that the banners were not required for the project and could be removed from the scope. Mr. Horn noted that the estimated cost of the banners is only \$3,600. Mr. Horn said that the ornamental fence/columns could be replaced with vinyl chain link fence at a savings of \$17,500. Mr. Horn said that the proposed location in the front of the High School is the reason why the upgraded fence was proposed for aesthetic reasons. Mr. Horn said that the flagpole could be changed at cost savings of \$8,000. Mr. Horn said that the bleacher wrap could be removed at cost savings of \$26,000, but this was also included for aesthetic reasons as the bleachers would be visible from the parking lot. Mr. Horn said that trees could be eliminated to reduce the landscaping cost by \$5,330. Mr. Horn said that the 10 mm pad under the turf could be removed to generate savings of \$95,400. Mr. Montgomery asked the difference with or without the pad. Mr. Horn said that 50% of schools have the pad and 50% do not. Mr. Horn discussed the G-max factor and said that the pad could reduce injuries to players. Mr. Horn said that the striping on Field 7 for band practice could be removed at cost savings of \$400 since the band is able to practice on the High School parking lot with lines. Finally, Mr. Horn said that the number of seats also has the potential for the savings. Mr. Horn said that 759 seats was originally discussed and that if the number of seats was lowered, it would change costs for seats, parking, and restroom facilities. Mr. Horn said that with the exception of the seats, the steering committee did not think that any of the possible reductions should be made. Mr. Horn said that the steering committee commented on the regret that has occurred when some items are reduced and then they are added back at a later date at a higher cost. Mr. Horn further discussed the seating. Mr. Horn noted that the PIAA soccer program might require approximately 200 seats and that the youth football program might require 500+ seats. Mr. Horn said that currently there are 600 seats at Field 14. Mr. Corradi asked what the steering committee recommended. Mr. Horn said that the steering committee did not come to a consensus, but believed that there should be at least 500 seats, possibly up to 650 seats. Mr. Horn reviewed a chart showing the potential project savings to reduce the seats from 759 to 700 and then incrementally lower by 100 seats down to a minimum of 200 seats. There was discussion about whether the restroom facilities inside the High School would meet some of the restroom facility requirements, but it was concluded that it might not be desired to open the High School for such a purpose. Mr. Horn was asked whether the parking at the High School would be sufficient to meet the per seat parking space

requirement. Mr. Horn said that he would anticipate that additional parking would be required as those parking spaces are part of the calculation used for the school building itself and activities could occur both inside and outside of the building at the same time. There was considerable discussion about the number of seats. The discussion concluded with a recommendation to maintain the specified 759 seats as it was believed that if the seating was lowered it would be regretted at a later date and the cost to add seats then would be far greater. Mr. Horn reviewed the implementation schedule for a project and said that technically if there was a desire to have a field ready for the beginning of the fall 2019 season, the project is already 2 ½ months behind. There was discussion to target fall of 2020 instead. Mr. Horn said that the later date would allow a better bid timeline, which might help keep project costs lower. Mr. Horn said that the District should work to close out the NPDES permit before beginning the turf field project. Mrs. Mehaffie confirmed that action was taken last month to proceed with this work. The School Board discussed next steps and it was recommended that an informal meeting occur with Lower Swatara Township to discuss the project. Mrs. Mehaffie said that she would schedule the meeting.

## 10. Personnel

### a. Employment

**Action Item - Employment:** Mrs. Scott referenced the two individuals listed for employment on the agenda – Angelica Doolittle as an Instructional Aide and Michael Jensen as Sports Turf Assistant. Mr. Franklin noted that the District was very pleased with the candidate for Sports Turf Assistant. Mr. Franklin said that the candidate should provide good support to Mr. Klinger. The School Board expressed support to move the two candidates for employment to the March 20 consent agenda for approval.

**Action Item - Middle School Summer School:** Mrs. Scott referenced the four individuals listed for employment on the agenda as Middle School summer school teachers – Mary Webb, Nicole Petrovich, Christopher Etter, and Bronson Ganse. The School Board expressed support to move their employment to the March 20 consent agenda for approval.

### b. Policies

**Information Item - Policy Revisions:** Dr. Suski referenced the 10 policies for revision on the agenda as part of the PSBA policy review. The School Board expressed support to move the policies to the March 20 agenda for first reading as an information item.

### c. Approvals

**Immediate Action Item - Performance Evaluation:** Mr. Lupp moved and Dr. Gomboc-Turyan seconded a motion to approve a non-retirement covered performance bonus of \$3,000 for the Superintendent based upon the results of the School Board's performance evaluation for the 2016-2017 school year. The vote to approve the motion was 5 to 0. Dr. Keating and Mr. Montgomery had already left the meeting when this vote was taken.

### d. Communications

**Information Item - Questeq Study:** Dr. Suski said that she received notification from Questeq

that they are nearly finished with their study of the MASD technology department. Dr. Suski said that Questeq is scheduled to attend the April 3, 2018 School Board Agenda Planning meeting to review the results.

## 11. Finance

*Christopher Lupp (Chair), John Ponnett (Vice-Chair)*

### a. Agreements

#### **Discussion Item / Action Item - District Facilities Available to Middletown Area Recreation**

**Alliance:** Mr. Franklin said that there were some minor changes to the Exhibit A based upon the discussion by the School Board at the February 20 meeting and the review of the Exhibit A by the District Administrators. The School Board expressed support to move the Exhibit A to the March 20 consent agenda for approval.

### b. Policies

**Information Item - Policy Addition:** Mr. Franklin said that the District solicitor has drafted a new policy 627 for District-initiated tax assessment appeals. Mr. Franklin reviewed the language that would indicate when District-initiated tax assessment appeals would occur. The School Board expressed support to move the policy addition to the March 20 agenda for first reading as an information item.

### c. Communications

**Discussion Item - Approval of District Payments:** Mr. Franklin proposed that the District begin approving bills at both the Agenda Planning meeting and the General Business meeting. Mr. Franklin said that this should help to meet payment deadlines without the need for as many checks being processed in a weekly check run. Mr. Franklin said that this should also help to balance the workload for the Accounts Payable Clerk better during the month. The School Board expressed support for the change. Mr. Franklin said that he would make the change beginning with the April meetings.

### d. Bids

**Information Item - WMSS Tower Project:** Mr. Franklin provided an update on the WMSS Tower project. Mr. Franklin said that permission to advertise for bid was granted in December 2017. Mr. Franklin said that the tower extension and antenna installation is likely going to be procured through a cooperative purchasing contract, so the only items that may need to be bid are the antenna, FCC pattern study, custom mounts, and transmitter upgrade or replacement. Mr. Franklin said that due to the technical nature of the project and the fact that FCC approval is needed, extra care is being spent on ensuring that the bid package addresses the specific needs. Mr. Franklin said that the project is still on track for completion before the FCC construction permit expires this summer.

### e. Appointments

**Action Item - School Dentist:** Mr. Lupp referenced the agenda indicating that Dr. Andrew Welkie is willing to renew his service as the School Dentist for the 2018-2019 school year at a 1.5% increase in fees - \$17.43 per student screening and \$12.56 per hour for dental assistants. The

School Board expressed support to move the appointment of the school dentist to the March 20 consent agenda for approval.

**Action Item - School Physician:** Mr. Lupp referenced the agenda indicating that Diamantoni & Associates Family Practice (Dr. William Vollmar) is willing to renew service as the School Physician for the 2018-2019 school year at an annual fee of \$10,000 (no cost increase). The School Board expressed support to move the appointment of the school physician to the March 20 agenda for approval.

**f. Resolutions**

**Discussion Item / Action Item - 2018-19 Capital Area Intermediate Unit General Operating Budget:** Mr. Franklin said that the 2018-19 Draft General Operating Budget of the Capital Area Intermediate Unit (CAIU) was attached to the agenda for review. Mr. Franklin said that a vote on the budget must occur no later than April 27, 2018. Mr. Franklin said that CAIU has proposed no increase in total contributions from member school districts for 2018-2019; however, the amount paid by each school district may change based upon aid ratios and enrollment. The School Board expressed support to move the CAIU 2018-2019 budget to the March 20 consent agenda for approval.

**12. Adjournment**

Dr. Gomboc-Turyan moved and Mrs. Scott seconded a motion to adjourn the School Board Agenda Planning Meeting. The vote to approve the motion was 5 to 0. Dr. Keating and Mr. Montgomery had already left the meeting prior to this vote. The meeting adjourned at 9:15 p.m.

**ATTEST:**

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David A. Franklin, Board Secretary