

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

June 5, 2018

Board Members in attendance: Mike Corradi, Melvin Fager, Jr., Dr. Julie Gomboc-Turyan (arrived after roll call at 6:02 p.m.), Christopher Lupp, Linda Mehaffie, Darnell Montgomery, and John Ponnett, Jr.

Board Members not in attendance: 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 Principal; Michael Carnes, MAHS 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: Cherie Fake, Andrea Harvey, Yvette Howard, Zach Kepler, Jody Zorbaugh

Interested Students and Citizens: Rob, Paula and David Alcock, Lori, Lizzy and Eddie DeVelin, LaSondra Dixon, Jannell and Jordyn Dupes, Lilly Fager, Curtis, Holly and Jordina Hughes, Blake Jacoby, Jocilyn Koser, Suson and Hayli Akakpo-Martin, Melissa and Avery Williams

Candidates for Employment: Tracy Conrad, Kristopher Hartman, Shawn McCreary, Lisa Stough

Reporter: Dan Miller

1. Call to Order

Mrs. Mehaffie called the meeting to order at 6:00 p.m. in the Large Group Instruction Room of the Middletown Area High School.

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. Recognitions

a. Buskey Awards – Dr. Suski explained that the awards are named after Thomas C. Buskey and are provided to students within the Capital Area Intermediate Unit who deserve recognition for their effort in making a successful transition from the classroom into post-secondary employment. Dr. Suski announced that two MASD students are receiving recognition this year – Edmund DeVelin and Jordina Hughes. The students were congratulated by the School Board members for their achievement.

b. Athletic Recognitions – Mr. Smith recognized the students listed below for their achievement in spring sports.

Baseball Mid Penn Capital Division All Stars:

- Blake Jacoby, 1st Team
- David Alcock, 2nd Team
- Avery Williams, Honorable Mention

Softball Mid Penn Capital Division All Stars:

- Jordyn Dupes, 2nd Team
- Hayli Akakpo-Martin, Honorable Mention

Track & Field District Qualifiers:

- Lilly Fager
- Matt Frehse
- Tyrelle Gallatin
- Jocilyn Koser

4. Candidates for Employment or Approval

The following candidates for employment introduced themselves, noting their education and employment experience – Tracy Conrad, Kristopher Hartman, Shawn McCreary, and Lisa Stough.

5. Public Comment

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

6. Secretary's Report

a. Minutes

Mr. Fager moved and Mr. Ponnett seconded a motion to approve the minutes of the May 15, 2018 School Board General Business Meeting. The vote to approve the motion was 7 to 0.

7. Bill Lists

a. Paid Bills

Mr. Lupp moved and Mr. Fager seconded a motion to approve the Paid Bills with totals by fund as detailed. The vote to approve the motion was 7 to 0. **(See Attachment)**

Fund 10, General Fund - \$4,073,591.82

Fund 32, Capital Reserve Fund - \$0

Fund 38, High School Capital Projects Fund - \$0

Fund 51, Food Service Fund - \$0

Fund 59, WMSS Radio Station Fund - \$231.03

Fund 72, Expendable Trust Fund - \$0

Fund 74, Nonexpendable Trust Fund - \$0

Fund 81, Student Activities Fund - \$1,610.96

b. Unpaid Bills

Mr. Lupp moved and Mr. Fager seconded a motion to approve the Unpaid Bills with totals by fund as detailed. The vote to approve the motion was 7 to 0. **(See Attachment)**

Fund 10, General Fund - \$749,318.17
Fund 32, Capital Reserve Fund - \$34,200.00
Fund 38, High School Capital Projects Fund - \$0
Fund 51, Food Service Fund - \$1,051.88
Fund 59, WMSS Radio Station Fund - \$4,339.61
Fund 72, Expendable Trust Fund - \$0
Fund 74, Nonexpendable Trust Fund - \$0
Fund 81, Student Activities Fund - \$10,873.31

8. Old Business

a. School District Physician

Immediate Action Item: Mr. Franklin explained that the School Board previously took action to approve Diamantoni and Associates Family Practice as the School Physician for the 2018-2019 school year and that Dr. William Vollmar provided the services under that practice name. Mr. Franklin said that Dr. Vollmar has requested that the agreement be written in his name instead and it is necessary to rescind the previous motion and adopt a new agreement.

Mr. Montgomery moved and Dr. Gomboc-Turyan seconded a motion to rescind the agreement with Diamantoni and Associates Family Practice to provide School Physician Services during the 2018-2019 school year and instead approve an agreement with Dr. William R. Vollmar to serve as the School District Physician for the 2018-2019 school year at a fee of \$10,000. The vote to approve the motion was 7 to 0.

9. Athletics/Activities

a. Communications

Discussion/Action Item: Dr. Suski explained that School Board policy prevents charter/cyber charter school students from participating in an extra-curricular activity if the students are not scheduled into the class that is held during the school day as a part of that extra-curricular activity. Dr. Suski said that there are two students attending the Capital Area School for the Arts charter school who would like to participate in marching band. Dr. Suski said that the band director and the administration would like to accommodate this request and would like to waive the requirement in School Board policy 140.1 that prevents participation since the students would not be present for first period band rehearsal during the school day. The School Board expressed support to move the policy waiver to the June 19 consent agenda for approval.

b. Field Hockey Co-op Agreement

Action Item: Mr. Smith said that the administration would like to continue the agreement with Steelton-Highspire School District that allows their students to participate on the MASD field hockey team for the 2018-19 and 2019-20 school years. Mr. Smith said that this agreement worked well during the current year with one student from Steelton-Highspire participating. Mr. Smith said this agreement helps mitigate low participation. The School Board expressed support to move the agreement to the June 19 consent agenda for approval.

10. Personnel

a. Retirements

Action Item: Mr. Lupp noted that letters of resignation for the purpose of retirement were received from Charlene Hurst, Regina Magwood and Lynn Miller effective the end of the 2017-2018 school year. The School Board expressed support to move the resignations to the June 19 consent agenda for acceptance.

b. Resignation

Action Item: Mr. Lupp said a letter of resignation was received from Andrew Sneeringer effective the end of the 2017-2018 school year. The School Board expressed support to move the resignation to the June 19 consent agenda for acceptance.

c. Change of Employment Status - Tenure

Action Item: Mr. Lupp referenced the agenda and the administration's recommendation to change the employment status of 14 individuals from Temporary Professional Employee to Professional Employee in recognition of meeting the criteria needed to attain tenure. Dr. Suski explained that the individuals needed to obtain six satisfactory ratings on their evaluations and complete three years of service.

d. Employment - Immediate Action

Immediate Action Item: Mr. Lupp referenced the agenda and the administration's recommendation to employ the individuals listed on the agenda, subject to the submission of all required clearances and disclosures. Mr. Franklin noted that immediate action was requested to allow the candidates to provide notice to their current employers.

Mr. Lupp moved and Mr. Fager seconded a motion to employ the individuals listed below. The vote to approve the motion was 7 to 0.

1. Matthew Cobb as a Second Shift Custodian at an hourly rate of \$12.95 (Custodian 1A, Step 5) to fill a vacancy created by the transfer of Joseph Dooley effective June 4, 2018.
2. Taylor Sersch as a Human Resources and Board Recording Secretary at an hourly rate of \$15.60 (Support Staff, Range 3) to fill a budgeted vacancy due to the reallocation of duties effective June 18, 2018.
3. Andrew Stief as a Seasonal Communications Intern at an hourly rate of \$10.00 effective June 18, 2018.
4. Lisa Stough as an Elementary Autistic Support Teacher (MAEA Professional Employee) at a placement on the 2018-2019 salary schedule on the Masters column at a minimum annual salary of \$53,000 plus the stipend for teaching and evaluating exceptional children to fill a vacancy created by the retirement of Pamela Humphreys effective the beginning of the 2018-2019 school year.
5. Kristopher Hartman as a Middle School Music Teacher (MAEA Professional Employee) at a placement on the 2018-2019 salary schedule on the Masters column at a minimum annual salary of \$51,000 to fill a vacancy created by the retirement of Erich Schlicher effective the beginning of the 2018-2019 school year.
6. Tracy Conrad as a High School Learning Support Teacher (MAEA Professional Employee) at a

placement on the 2018-2019 salary schedule on the Bachelors column at a minimum annual salary of \$49,000 plus the stipend for teaching and evaluating exceptional children to fill a vacancy created by staff reassignments following the retirement of Tammy Feeser effective the beginning of the 2018-2019 school year.

7. Shawn McCreary as a High School Learning Support Teacher (MAEA Temporary Professional Employee) at a placement on the 2018-2019 salary schedule on the Masters column at a minimum annual salary of \$49,050 plus the stipend for teaching and evaluating exceptional children to fill a vacancy created by the retirement of Charlene Hurst effective the beginning of the 2018-2019 school year.
8. Kate Peterson as an Elementary Learning Support Teacher (Kunkel) (MAEA Temporary Professional Employee) at a placement on the 2018-2019 salary schedule on the Masters column at a minimum annual salary of \$48,650 plus the stipend for teaching and evaluating exceptional children to fill a vacancy created by staff reassignments following the creation of positions for the MATES program effective the beginning of the 2018-2019 school year.

e. Extra-Curricular Employment - 2018-19 SY

Immediate Action Item – Mr. Lupp moved and Mr. Montgomery seconded a motion to employ Robert Pelletier as the Head Girls Basketball Coach at a stipend of \$7,565 (Step 10) effective for the 2018-2019 school year as recommended by the administration. The vote to approve the motion was 7 to 0.

f. Post Season Pay

Action Item: Mr. Lupp referenced the agenda and the administration's recommendation to approve post-season pay for the following individuals based upon the established compensation schedule – Elizabeth Gannon-Rittenhouse, Tyler Guise, Drew Heying, Tiffany Lewis, Nickolas Macri, John Selcher, Dimitri Theofanis, and Jody Wenrich. The School Board expressed support to move the post-season pay to the June 19 consent agenda for approval.

g. Volunteers

Action Item: Mr. Lupp referenced the agenda and the administration's recommendation to approve Kevin Berry as a District volunteer for the 2017-2018 school year. The School Board expressed support to move Mr. Berry to the June 19 consent agenda for approval.

h. Policies

Action Item: Mr. Lupp referenced the agenda and said that the following policy revisions had been presented for first reading and are now recommended for approval by the administration. The School Board expressed support to move the policy revisions to the June 19 consent agenda for approval.

1. Policy 321 - Political Activities (replaces Policies 321 and 421)
2. Policy 322 - Gifts (replaces Policies 322 and 422)
3. Policy 323 - Tobacco (replaces Policies 323, 423 and 523 - Tobacco Products)
4. Policy 324 - Personnel Files (replaces Policies 324, 424 and 524)
5. Policy 325 - Dress and Grooming (replaces Policies 325, 425 and 525)
6. Policy 326 - Complaint Process (replaces Policies 326, 426 and 526 - Complaint Policy)

7. Policy 328 - Compensation Plans/Salary Schedules (replaces Policy 328 - Compensation Plan; Policy 428 - Salary Determination; and Policy 528 - Wage & Salary Determination)
8. Policy 330 - Overtime (replaces Policy 530)
9. Policy 331 - Job Related Expenses (replaces Policies 331, 431 and 531)
10. Policy 332 - Working Periods (replaces Policies 432 and 532)

11. Academic Affairs

a. Curriculum

Action Item: Mr. Montgomery referenced the curricula for Advanced Placement Chemistry, Calculus, Computer Science with Java, and K-5 Library as listed on the agenda for approval. Ms. Fake, Library Department Chair, said that the revised Library curriculum for the elementary level had been updated using the Model Curriculum for Pennsylvania School Libraries. Ms. Fake said the revised curriculum is now aligned with PA Common Core Standards. Ms. Fake said the Library curriculum pulls from Reading and English & Language Arts standards as well as Business and Information Technology standards. Ms. Fake explained what has been retained in the curriculum for a traditional library and stated that STEM items have also been incorporated. Mrs. Mostoller commended the elementary librarians for being willing to expand the curriculum into new areas that are outside of their comfort zone. The School Board expressed support to move the revised curricula to the June 19 consent agenda for approval.

b. Disposal of Outdated Materials

Action Item: Mr. Montgomery referenced the request on the agenda to sell outdated curriculum materials to a book buyer at fair market value with any remaining materials having no value donated to BookSavers of Ephrata. The School Board expressed support to move the disposal to the June 19 consent agenda for approval.

c. Textbook Purchases

Action Item: Mr. Montgomery referenced the request on the agenda to purchase the textbook for the Advanced Placement Human Geography course. The School Board expressed support to move the purchase to the June 19 consent agenda for approval.

d. Canvas Cloud Subscription

Action Item: Mr. Montgomery said that a proposal has been obtained from Instructure for the renewal of access to Canvas during the 2018-2019 school year at a cost of \$6,737.50. The School Board expressed support to move the renewal to the June 19 consent agenda for approval.

e. Mastery Connect Licenses

Action Item: Mr. Montgomery said the District received a quote for the renewal of the Mastery Connect licenses for the District with a discount extended to the District so that the licenses will cost \$10 each (1,280 licenses) with the required online professional development cost of \$3,000 discounted to \$0 for a total cost of \$12,800. The School Board expressed support to move the renewal to the June 19 consent agenda for approval.

f. Mobile Device Management

Action Item: Mr. Montgomery said the District has received a quote to renew the subscription

with AirWatch LLC to provide mobile device management (MDM) services from August 1, 2018 through July 31, 2019 at a budgeted cost of \$26,592. In response to a question from Mr. Corradi, Mr. DiCello explained that the AirWatch software allows regulations to be installed on the digital devices and helps to control how applications are provided to students as well as track the devices. The School Board expressed support to move the renewal to the June 19 consent agenda for approval.

g. Discovery Education Plus Agreement

Action Item: Mr. Montgomery said the Administration recommends renewal of an agreement with Capital Area Intermediate Unit to provide access to Discovery Education Plus during the 2018-2019 school year at a cost of \$850 per building for a total cost of \$4,250. The School Board expressed support to move the agreement to the June 19 consent agenda for approval.

h. New Story ESY Agreement

Action Item: Mr. Montgomery said that an agreement has been received for extended school year services for a special education student at New Story at a cost of \$380 per day from June 25, 2018 through August 2, 2018. The School Board expressed support to move the agreement to the June 19 consent agenda for approval.

i. Merakey Agreement

Action Item: Mr. Montgomery said that an agreement has been received from Merakey to provide special education services during the 2018-2019 school year and extended school year services during the summer of 2019 using the rate schedule that was attached to the agenda. The School Board expressed support to move the agreement to the June 19 consent agenda for approval.

j. Partnership for Career Development Agreement

Action Item: Mr. Montgomery said the administration recommends approval of an annual service agreement between MASD and the Capital Region Partnership for Career Development (CRPCD) from July 1, 2018 to June 30, 2019 to provide career opportunity programming to high school students for a fee of \$3,850.00. The School Board expressed support to move the agreement to the June 19 consent agenda for approval.

k. 2018-2019 Academic Calendar

Immediate Action Item: Dr. Suski explained that a scheduling conflict with the Forum for the 2019 Commencement has created the need to revise the 2018-2019 academic calendar to avoid lost state subsidy. Dr. Suski said the revisions would change the last day of school to June 5, 2019 and August 31, 2018 and January 2, 2019 would now be instructional days instead of days off. Dr. Suski said that the day before winter recess on Friday, December 21, 2018 would now be a ½ day. Dr. Suski said that the proposed changes have been reviewed with MAEA with waiver of the language in the professional negotiations agreement that prevents use of personal leave on August 31 as some employees may have already made vacation plans and this was not going to be an instructional day in the original calendar.

Mr. Lupp moved and Mr. Ponnnett seconded a motion to approve the revised academic calendar

for the 2018-2019 school year as attached to the agenda. The vote to approve the motion was 7 to 0. (***See Attachment***)

I. Policy Revisions

Action Item: Mr. Montgomery referenced the agenda and said that the following policy revisions had been presented for first reading and are now recommended for approval by the administration. The School Board expressed support to move the policy revisions to the June 19 consent agenda for approval.

1. Policy 105 - Curriculum
2. Policy 138 - Language Instruction Educational Program for English Learners
3. Policy 217.1 - Dual Enrollment at Institutions of Higher Learning
4. Policy 239 - Foreign Exchange Students

m. Policy Review

Discussion Item: Dr. Suski said the PA School Code requires that the Board's policy on bullying must be reviewed at least every three years and the date of the review must be included on the policy when it is submitted to PDE. Dr. Suski said that there is one year left before the three-year period expires, but because of a change in the policy system the administration is recommending that the review occurs now as there are no suggested changes to the policy at this time.

12. Operations

a. Reid Elementary School Roof Membrane Repairs

Action Item: Mr. Corradi said that a proposal was received from Houck Services, Inc. to perform roof membrane securement at Reid Elementary School at a cost of \$4,865 using Capital Reserve funds. The School Board expressed support to move the repairs to the June 19 consent agenda for approval.

b. HVAC Service Agreements

Action Item: Mr. Corradi said that scheduled maintenance and service agreements were received from Trane. Mr. Corradi noted that most of the agreements were for a three-year period and there was an option for reduced pricing if the District paid for the full term in advance. Mrs. Mehaffie noted the recent bankruptcy of Worley & Obetz and questioned what would happen if payments were made in advance and something happened to Trane. The School Board expressed support to move the agreements with Trane to the June 19 consent agenda for approval with the intent to take the prepayment discount.

c. Capital Projects Tracking

Information Item: The form to track progress on current capital projects (2016-17 and 2017-18) was attached to the agenda. Items with changes since the last report were highlighted. Mr. Franklin noted the timing for the water heater replacement.

d. Caulking Project

Discussion Item: Mr. Meiser explained pricing was sought for caulking work at Fink Elementary School (including War Memorial Field) and Reid Elementary School as listed on the 2017-18

project list. Mr. Meiser said proposals were received from a Costars contractor at a price higher than identified on the project list – Fink Elementary School budgeted at \$16,500 and quoted at \$40,625; Reid Elementary School budgeted at \$28,000 and quoted at \$50,572. Mr. Meiser said the contractor that did work at Kunkel is not a Costars vendor and could not provide pricing; however, Mr. Meiser said the contractor could bid on the work if formal bidding were conducted. Mr. Meiser said the administration recommends seeking formal bids with the hope to get pricing lower than the Costars contractor. Mr. Montgomery asked when the work was anticipated to occur. Mr. Meiser said that he would like the work to be done over the summer, but it depends upon when bids are received and when they can be approved. Mr. Meiser said that some vendors were supposed to sign up as Costars vendors, but they did not follow through with that causing the need to conduct a formal bid.

e. Multi-Year Capital Projects Plan

Discussion Item: Mr. Meiser reviewed the following items to be added to the multi-year capital projects plan:

1. Concrete pads for softball field batting cages – Mr. Meiser explained that the corkscrew used to attach the batting cages to the ground is not withstanding wind conditions. Mr. Meiser said it is a liability to have the batting cages in place if they are not secured. Mr. Horn worked with a civil engineer at his cost to come up with a solution. Mr. Meiser said the District will be able to prepare the concrete pads that will be used to secure the batting cages.
2. Sidewalk concrete replacement at Fink, Reid, and MAMS – Mr. Meiser said preliminary estimates have the work costing approximately \$20,000 for ADA access at Reid & MAMS and more significant replacement at Fink (26 pads estimated). Mr. Meiser said there are no concrete contractors on the Costars contract, so the work must be bid. Mr. Meiser said it would not be subject to prevailing wage based upon the estimates received.
3. Caulking at Kunkel Elementary School – Mr. Meiser said this was missed when the work was done last year. Mr. Meiser said this will be added to the bid specifications for caulking at other buildings and the initial estimate was only \$929.

f. Bid Advertisement

Immediate Action Item: Based upon the discussion that previously occurred, Mr. Montgomery moved and Mr. Fager seconded a motion to solicit bids for the following projects. The vote to approve the motion was 7 to 0.

1. Building caulking repairs - Reid Elementary School (1,542 LF control joints and 3,391 LF of windows, doors and louvers), Fink Elementary School (350 LF of doors) & Kunkel Elementary School (100 LF of louvers)
2. Sidewalk caulking repairs - Fink Elementary School (5,440 LF) & Reid Elementary School (1,822 LF)
3. Concrete sidewalk replacement - Fink Elementary School, Reid Elementary School and Middletown Area Middle School - approximately 1,200 total square feet

g. Facility Use Category

Action Item: Mr. Meiser said that PieceMakers Quilt is requesting use of District facilities for the

first time and that based upon the information provided on their application, PieceMakers Quilt would meet the criteria of a category 5 organization. There was discussion about whether the organization understood the fees that would be charged to them for the space that they were requesting. Mr. Franklin said Mrs. Reitzi could speak with the organization before the June 19 School Board meeting to clarify the fees. The School Board expressed support to move the categorization to the June 19 School Board meeting, but not part of the consent agenda.

h. Use of Facilities

Action Item: The facility use items on the listing attached to the agenda were reviewed. The School Board expressed support to move the facility use to the June 19 School Board meeting, but not part of the consent agenda.

i. Use of Facilities - Immediate Action

Immediate Action Item: Dr. Suski explained that the Middletown Swim Club requested use of the MAHS parking lot for their community day event on June 2, 2018 from 11:30 a.m. to 7:30 p.m., but it was after the last School Board meeting. Mr. Corradi moved and Mr. Lupp seconded the motion to approve the request of the Middletown Swim Club. The vote to approve the motion was 7 to 0.

j. Sub-Lease Agreement

Discussion Item / Action Item: Mr. Franklin explained that Ebenezer Christian Child Care is interested in using Kunkel Elementary School during the 2018-2019 school year for their before & after school child care program. The School Board discussed whether any changes should be made to the weekly rate in the sub-lease agreement since it had not been changed since 2015-2016. Mr. Corradi said that he would like to see this type of service provided by the Middletown Area Recreation Alliance. Mr. Franklin said MARA would not be able to do it this year as there would not be sufficient time to prepare for it. Mr. Fager said he did not believe that the organization makes much profit and this is a convenient service to parents. Mr. Fager feared that if the District increased the rate it would charge, it might prompt the organization to increase the rate to parents. Mr. Corradi and Mrs. Mehaffie asked what Ebenezer charges parents. No one had that information. Mrs. Mehaffie asked whether the District had an estimate on what incremental costs exist because of the program. Mr. Meiser said that air conditioning is turned on earlier and there would be some additional electricity costs and cleaning costs. Mr. Corradi noted that there is also wear and tear to the facility. Dr. Suski said that she would obtain the information that was requested. Mr. Montgomery suggested that the costs be kept at \$235 per week for this year and that the District work toward adding this type of service as a MARA activity in future years. The School Board expressed support to move the sub-lease agreement to the June 19 School Board meeting, but not part of the consent agenda so that additional discussion could occur before any approval.

k. Participation in Grant Opportunity

Immediate Action Item: Mr. Meiser explained that Lower Swatara Township is applying for a competitive grant from the PA Department of Environmental Protection (DEP) funded by Mariner 2 pipeline fines for water quality improvements and stream restoration. Mr. Meiser said

Lower Swatara Township has invited the District to participate in the grant and the District would need to complete a letter of commitment to authorize Lower Swatara Township to enter the District property with the intent to design and/or install/replace conservation practices/best management practices for the unnamed tributary of the Susquehanna River flowing through the District campus. Mr. Meiser said Lower Swatara Township would be the grantee if awarded. Mr. Lupp asked whether the location at the High School was considered. Mr. Meiser said it was not an option because the grant is for streams. Mrs. Mehaffie asked when the pond correction would be completed. Mr. Meiser said York Excavating indicated they will be on site within days. Mr. Corradi moved and Mr. Montgomery seconded a motion to authorize David Franklin as the School Board Secretary to sign a letter of commitment to allow Lower Swatara Township to enter District property with the intent to design and/or install/replace conservation practices/best management practices for the unnamed tributary of the Susquehanna River flowing through the District campus. The vote to approve the motion was 7 to 0.

13. Finance

a. Final General Fund Budget Resolution

Action Item: Mr. Franklin said the Final General Fund Budget must be adopted prior to June 30. Mr. Franklin said the Proposed Final Budget was presented May 15, 2018 with expenditures of \$47,590,990, revenues of \$46,861,246 and fund balance utilization of \$729,743 for planned items. Mr. Franklin said the budget required a 3.1% real estate tax increase, which would be the maximum allowed under Act 1. Mr. Franklin said the District continues to refine the budget as information becomes available. Mr. Franklin said an update is possible that reduces the proposed tax rate. Mr. Franklin said the administration has decided to not move forward with the Special Education Facilitator position that was included in the draft budget. Mr. Franklin explained that it is hoped that some of the program changes being made for 2018-2019 will alter the demands faced by Mrs. Palmer. Mr. Franklin said the position may need to be re-evaluated for 2019-2020, but taking it out of the budget at this time produces \$125,000 in savings. Mr. Franklin also said that there have been assessed value changes since the budget was presented on May 15. Mr. Franklin said four properties at the airport will either have new construction or are shifting from exempt to non-exempt status. Mr. Franklin said assessed value has increased by \$5.8 million. Mr. Franklin said the combination of the position being eliminated and the assessed value increases reduces the mills needed from .6866 to .4239, which lowers the proposed tax increase from 3.1% to 1.91%. Mr. Franklin said work will continue on the budget and another update will be provided at the June 19 General Business Meeting. Mr. Franklin said a placeholder will be needed to adopt the budget on the June 19 agenda.

b. Tax Levy Resolution

Action Item: Mr. Franklin said the School Board must also adopt a resolution to approve the tax rates for the 2018-2019 school year at the June 19, 2018 General Business Meeting in order to meet the timeline for real estate tax bills to be produced with a July 1, 2018 date. Mr. Franklin said the real estate tax rate has not been finalized, but all other rates will remain the same for the 2018-2019 school year. Mr. Franklin said a placeholder will be needed to adopt the tax resolution on the June 19 agenda.

c. Homestead/Farmstead Exclusion Resolution

Action Item: Mr. Franklin said the School Board must also adopt a resolution to approve the homestead/farmstead real estate tax assessment reductions for 2018-2019 at the June 19 School Board meeting. Mr. Franklin said the District will not receive the information needed to perform the calculations from Dauphin County until after June 15. Mr. Franklin said a placeholder will be needed to establish the homestead/farmstead exclusions on the June 19 agenda.

d. Fund Balance Commitments

Action Item: Mr. Franklin explained that Government Accounting Standards Board Statement No. 54 requires the School Board to take action before June 30, 2018 to identify any fund balance commitments that *may* be made in the 2017-2018 financial statements. Mr. Franklin said the dollar amounts for any commitment can be made when the audit for the 2017-2018 school year has been completed. Mr. Franklin recommended that action be taken to allow for the following commitment categories that have been used in the past – retirement rate stabilization, health insurance cost stabilization, health insurance terminal liability, and technology equipment replacement. Mr. Franklin also recommended that action be taken to allow commitment of funds for special education cost stabilization; other post-employment benefits; and debt service stabilization even though no funds have currently been committed for those categories. The School Board expressed support to move the recommended fund balance commitments to the June 19 agenda for approval.

e. Budget Transfers

Action Item: Mr. Franklin said the School Board has annually approved a motion that allows for the transfer from under-expended line items in the current year (2017-2018) budget to over-expended line items in the current year budget with no change in the total budgeted expenditures in compliance with Section 687 of the Pennsylvania Public School Code with a detailed listing of the transfers presented after the annual audit has been completed. The School Board expressed support to move the budget transfers to the June 19 consent agenda for approval.

f. Business Operations

Action Item: Mr. Franklin said the School Board has annually approved a motion that allows the administration to hire personnel, pay bills and award bids and contracts over the summer in accordance with budget constraints with formal ratification of the actions taken at the August School Board meeting since there are no scheduled meetings in the month of July. The School Board expressed support to move the business operations motion to the June 19 agenda for approval.

g. Investment Officer

Action Item: Mr. Lupp said annual appointment of the District's Investment Officer occurs based upon the language in Board Policy 609. Mr. Lupp said Mr. Franklin has served as the Investment Officer since the adoption of the revised policy that requires this appointment. The School Board expressed support to move the investment officer appointment to the June 19 consent agenda

for approval.

h. Health Insurance

Immediate Action Item: Mr. Franklin reported the District was able to negotiate with Capital Blue Cross to have no increase in medical insurance monthly rates for the 2018-2019 school year. Mr. Franklin said Capital Blue Cross would like to have the rates approved at tonight's meeting, if possible. Mr. Franklin noted the final annual cost will not be known until after the open enrollment period closes on June 15, but the estimated cost based upon current enrollments is \$3.4 million. Mr. Fager moved and Dr. Gomboc-Turyan seconded a motion to renew the District's medical insurance coverage with Capital Blue Cross at no increase in monthly rates for the 2018-2019 school year. The vote to approve the motion was 7 to 0.

i. Property and Casualty Insurance

Discussion Item / Action Item: Mr. Franklin said the District's insurance broker has proposed several changes to property and casualty insurance for 2018-2019. The following coverage lines were reviewed:

1. Property insurance: Mr. Franklin said the recommendation was to renew with CM Regent at an annual premium of \$82,092, which is a \$4,143 decrease over the current year premium.
2. General liability and crimes insurance: Mr. Franklin said the recommendation was to renew with CM Regent. Mr. Franklin said options were provided to increase the coverage for violent event response from \$250,000 to \$500,000 or \$1 million at an additional premium cost. After discussion, consensus was reached to keep the coverage the same, which results in a premium of \$14,179 annual premium, which is a \$217 increase over the current year premium.
3. Automobile insurance: Mr. Franklin said the recommendation was to renew with CM Regent at an annual premium of \$26,356, which is a \$644 decrease over the current year premium.
4. Boiler and machinery insurance: Mr. Franklin said the recommendation was to renew with RPS/Hartford Steam Boiler at an annual premium of \$7,400, which is a \$622 increase over the current year premium.
5. Educators legal liability insurance: Mr. Franklin said the recommendation was to renew with CM Regent at an annual premium of \$16,916, which is a \$3,258 decrease over the current year premium.
6. Excess liability (umbrella) insurance: Mr. Franklin said the recommendation was to renew with CM Regent. Mr. Franklin said an option was provided to increase the coverage from \$5 million to \$10 million for an additional \$1,730. After discussion, consensus was reached to maintain the current coverage at an annual premium of \$6,462, which is a \$9 increase over the current year premium.
7. Cyber and privacy liability insurance: Mr. Franklin said the recommendation was to change the provider to Lloyds to obtain a better cost. Mr. Franklin said Lloyds also offers cyber bullying coverage not provided by the current carrier. Mr. Franklin said the annual premium would be \$6,360.68, which is a \$1,647 increase over the premium paid in the current year, but \$2,518.32 less than renewing with the current carrier.
8. Student accident insurance: Mr. Franklin said the recommendation is to renew with Bollinger Specialty Group at the same annual premium of \$21,397.

9. Workers compensation insurance: Mr. Franklin said a proposal was provided from a different carrier that provided savings over the current carrier. Mr. Franklin recommended a change in provider to UPMC at an annual premium of \$97,023, which is a \$1,590 decrease over the current year premium.
10. Environmental liability insurance: Mr. Franklin said options were provided for this coverage, which is relatively new. Mr. Franklin said additional research is needed before a recommendation can be made on this coverage.

The School Board expressed support to move the insurance contracts for items 1 through 9 to the June 19 consent agenda for approval.

j. AgendaManager Agreement

Action Item: Mr. Lupp said an agreement has been provided from Capital Area Intermediate Unit to renew access to and support for the AgendaManager application for a three-year term beginning July 1, 2018 at an annual cost of \$3,400. The School Board expressed support to move the agreement to the June 19 consent agenda for approval.

k. SBAP Participation

Action Item: Mr. Lupp said the District must complete an election form by July 31, 2018 to continue participation in the School-Based ACCESS Program (SBAP). Mr. Franklin said the program provides funding to the District based upon services provided to Medicaid eligible students that can be used to enhance and supplement the special education program of the District. Mr. Franklin said this funding is a \$250,000 revenue line item in the budget. The School Board expressed support to move the participation to the June 19 consent agenda for approval.

l. Child Nutrition Program Participation

Action Item: Mr. Lupp said the District received an annual agreement from Capital Area Intermediate Unit to administer the Child Nutrition Program for MASD students educated at their facility during the 2018-2019 school year. Mr. Franklin said an agreement is also expected from Dauphin County Technical School. The School Board expressed support to move the agreements to the June 19 consent agenda for approval.

m. Fresh Fruit & Vegetable Program Vendor

Action Item: Mr. Franklin explained that Federal procurement rules require the District to seek competitive proposals for the vendor providing the fruit and vegetables for the grant program at Fink Elementary School during the 2018-2019 school year. Mr. Franklin said the District obtained proposals from two vendors - Kegel's Produce (current vendor) and Smart Partner. Mr. Franklin said both vendors will provide the fruits and vegetables for the program using the grant award, so there is no cost advantage; however, the District believes that Smart Partner is offering some features not provided by Kegel's and therefore recommends that Smart Partner be used for the 2018-2019 school year. The School Board expressed support to move a contract with Smart Partner to the June 19 consent agenda for approval.

n. Policy Attachment Addition

Discussion Item / Action Item: Mr. Franklin explained that in June 2017, the District

documented its intent to defer implementation of changes to procurement policies and procedures to comply with Uniform Grant Guidance for an additional year. Mr. Franklin said the extended grace period ends June 30, 2018, therefore the District must adopt Attachment E - Procurement for Federal Programs to Policy 626 (Federal Fiscal Compliance). Mr. Franklin asked that first reading be waived (as required in Policy 003) so that the attachment to Policy 626 can be adopted at the June 19, 2018 General Business Meeting. The School Board expressed support to move the policy attachment addition to the June 19 agenda for approval.

o. Policy Revisions

Action Item: Mr. Franklin said that since the policy attachment for federal procurement rules was being adopted, he reviewed other policies that needed updated related to procurement. Mr. Franklin said PSBA has recommended changes as part of the policy review process, but the 600 series has not yet been presented for review. Mr. Franklin asked that the revisions to the four procurement-related policies (Policies 610, 611, 612, and 613) also be adopted at the June 19 School Board meeting with first reading waived. The School Board expressed support to move the policy revisions to the June 19 agenda for approval.

14. Adjournment and Executive Session

Mrs. Mehaffie announced that the School Board would meet in Executive Session to discuss labor negotiations following adjournment of the School Board meeting.

Mr. Montgomery moved and Mr. Fager seconded a motion to adjourn the School Board Agenda Planning Meeting. The vote to approve the motion was 7 to 0. The meeting adjourned at 7:49 p.m.

ATTEST:

David A. Franklin, Board Secretary