

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

September 4, 2018

Board Members in attendance: Mike Corradi, Melvin Fager, Jr., Dr. Julie Gomboc-Turyan, Christopher Lupp, Linda Mehaffie, Darnell Montgomery, John Ponnett, Jr.

Board Members not in attendance: Dr. Brian Keating, 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; Marie Drazenovich, Fink Elementary Principal; William Meiser, Director of Operations; Christine Mostoller, Director of Curriculum, Instruction and Assessment; Krystal Palmer, Director of Special Education; Heidi Zula, Director of Human Resources

District Staff: Beth Gannon-Rittenhouse, Cody Heitefuss, Lori Miller

Interested Students and Citizens: Rashid Ibrahim

Candidates for Employment: Lori Swidler

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.

The School Board met in Executive Session beginning at 5:30 p.m. with the District Solicitor to discuss possible litigation.

2. Roll Call

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

3. Candidates for Employment or Approval

Lori Swidler, candidate for the Certified Occupational Therapy Assistant position, introduced herself.

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. Fager seconded a motion to approve the minutes of the

August 21, 2018 School Board General Business Meeting. The vote to approve the motion was 7 to 0.

6. Treasurer's Report

a. Paid Bills

Mr. Lupp moved and Mr. Ponnett 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 - \$1,201,036.84

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 - \$0

Fund 72, Expendable Trust Fund - \$0

Fund 74, Nonexpendable Trust Fund - \$0

Fund 81, Student Activities Fund - \$0

b. Unpaid Bills

Mr. Lupp moved and Mr. Ponnett seconded a motion to approve the Unpaid Bills with totals by fund as detailed. **(See Attachment)**

Fund 10, General Fund - \$261,038.84

Fund 32, Capital Reserve Fund - \$20,369.91

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

Fund 51, Food Service Fund - \$4,036.57

Fund 59, WMSS Radio Station Fund - \$294.85

Fund 72, Expendable Trust Fund - \$1,000.00

Fund 74, Nonexpendable Trust Fund - \$0

Fund 81, Student Activities Fund - \$67.96

7. Old Business

Mr. Franklin stated that there was no Old Business.

8. Athletics/Activities

9. Personnel

a. Resignations

Action Item: Mr. Lupp noted that the District received notices of resignation from the individuals listed below. The School Board expressed support to move the resignations to the September 18 consent agenda for approval.

1. Peter Ryneski, Assistant Junior High Track and Field Coach effective August 22, 2018
2. Amanda Harris, Behavioral Support Paraprofessional (Fink) effective August 31, 2018
3. Ashley Sabitsky, English as Second Language Teacher (Fink) effective upon hiring of her replacement but no later than October 30, 2018

b. Change of Employment Status

Immediate Action Item: Mr. Lupp moved and Mr. Fager seconded a motion to change the employment status of Shawn Myers from Head Custodian (Custodian 2) to Second Shift Custodian (Custodian 1A) at an hourly rate of \$13.35 (Step 6) effective September 1, 2018 as recommended by the Administration. The vote to approve the motion was 7 to 0.

c. Employment

Immediate Action Item - Employment: Mr. Lupp moved and Mr. Ponnett seconded a motion to employ the individuals listed below as recommended by the Administration, subject to the submission of all required clearances and disclosures. The vote to approve the motion was 7 to 0.

1. Timothy Laraia as a Sports Turf Technician (MAESPA Trades 1C) at an hourly rate of \$18.50 (Step 7) to fill a vacancy created by the resignation of Kurt Klinger effective September 4, 2018.
2. Lori Swidler as a Certified Occupational Therapy Assistant (Support Staff) at an hourly rate of \$26.80 to fill a newly created budgeted position due to increased student needs effective September 12, 2018.
3. Edward Evans as a budgeted Technology Intern as part of the Senior Internship Program at a rate of \$7.25 per hour effective August 28, 2018.
4. Alexis Harmon as a budgeted High School Intern as part of the Senior Internship Program at a rate of \$7.25 per hour effective August 28, 2018.

d. District Work Experience Program Employment

Action Item - District Work Experience Program Employment: Mr. Lupp referenced the agenda with the names of three students presented for employment in the Middletown Area School District Work Experience Program for the 2018-2019 school year at the rate of \$7.25 per hour. The School Board expressed support to move the individuals to the September 18 consent agenda for approval.

1. Sarah Matincheck - Teacher's Aide
2. Alia Mendez - Teacher's Aide
3. Halie Steckman – Cafeteria

10. Academic Affairs

a. Field Trips

Action Item: Mr. Montgomery referenced the agenda with three field trips presented for approval. The School Board expressed support to move the field trips to the September 18 consent agenda for approval.

1. MAHS Youth and Government to Springfield Township High School in Erdenheim, PA on November 10, 2018 for the Eastern Election Convention with District vans used for transportation and no substitute costs.
2. MAHS Youth and Government to Boyertown, PA on February 2, 2019 for the Pre-Legislative Conference with District vans used for transportation and no substitute costs.
3. MAHS Youth and Government to the State Capitol and Harrisburg Hilton from April 11 - 14,

2019 with District vans used for transportation; hotel accommodations paid from the MAHS Youth and Government account for students and District funds for the advisor chaperones (Emily Wolfe and Caitlin Hunt); and District funds used for substitutes.

b. School Calendar

Action Item: Mr. Montgomery said that an early dismissal has been requested for students in grades 9, 10, and 11 on Friday, February 22, 2019 so that seniors may present their Career Action Plans. The School Board expressed support to move the dismissal to the September 18 consent agenda for approval.

c. Agreement for Physical Therapist Services

Immediate Action Item: Mr. Montgomery moved and Mr. Fager seconded a motion to approve an agreement with Advanced Medical Personnel Services, Inc. to provide physical therapist services for students during the 2018-2019 school year at a rate between \$65 and \$68 per hour for approximately two days per week upon successful location of a physical therapist. The vote to approve the motion was 7 to 0.

d. Alternative Education Services Agreement

Immediate Action Item: Mr. Montgomery moved and Mr. Lupp seconded a motion to approve an agreement with River Rock Academy Inc. to provide Alternative Education for Disruptive Youth (AEDY) services for District students during the 2018-2019 school year on an as-needed, as-available basis at a cost of \$157.54 per day.

Mr. Corradi asked how many students were at River Rock. Mrs. Palmer responded and said that 4 students are currently placed at River Rock. Mr. Corradi asked if there was a commitment for a certain number of slots or just when the need arises. Mrs. Palmer said that the District was not purchasing a certain number of slots and would only be billed when student needs warranted the placement. Mr. Montgomery asked about the potential return of any of the 4 students currently placed. Mrs. Palmer said that that would be considered for students when the expulsion period ends.

The vote to approve the motion was 7 to 0.

e. Foreign Exchange Student

Immediate Action Item: Mr. Montgomery moved and Mr. Fager seconded a motion to waive the July 1 application date in Policy 239 and approve a request for an exchange student from Germany to attend Middletown Area High School during the 2018-19 school year through AFS Intercultural Programs.

Dr. Suski noted that the request was just received today and that the placement could occur before the next School Board meeting. Dr. Suski said that the student would be housed with the family that is housing the student from Chile.

The vote to approve the motion was 7 to 0.

11. Finance

a. IDEA Preschool Grant Award

Immediate Action Item: Mr. Lupp moved and Mr. Ponnett seconded a motion to approve the subgrant contract with the Capital Area Intermediate Unit (CAIU) for IDEA grant funding (preschool portion) in the amount of \$2,600 for the 2018-2019 school year. The vote to approve the motion was 7 to 0.

b. Real Estate Tax Exonerations

Action Item: Mr. Lupp noted that there were real estate tax exonerations on the listing attached to the agenda for approval. The School Board expressed support to move the exonerations to the September 18 consent agenda for approval.

c. Disposal of Obsolete Equipment

Information Item: Mr. Lupp said that three equipment items are slated to be scrapped in accordance with Policy 706.1 - laminator (#1216), auto folder (#10684), and typewriter (#5114).

d. Summer Food Service Program

Information Item: Mr. Franklin said that participation in the summer food service program declined with an average of 108 students during the summer of 2018 compared to 140 students in the prior year. Mr. Franklin said that the decline was primarily at the High School and it is believed that it could be due to the change in venue for the summer playground program. Mr. Franklin said that if the summer playground program returns to District property next summer the students served might increase again. Mr. Corradi noted that he has heard positive comments about the program. Mr. Franklin said that financial information regarding the program is still being summarized and he would be able to report back on whether the program operated at break-even as intended or had a loss.

12. Operations

a. Sub-Lease Agreement

Immediate Action Item: Mr. Corradi said that there was a motion proposed to lease the Reid Elementary School Large Group Instruction Room to Growing Adventures ChildCare during the 2018-2019 school year. Mr. Franklin said that the rate charged to Ebenezer Christian ChildCare is \$235 per week for the use of the Kunkel Elementary School Cafeteria. Mr. Franklin said that this is a discounted rate already, but suggested that if the School Board wanted to charge a different rate to Growing Adventures since the space at Reid Elementary is not the same as the space at Kunkel Elementary then the regular fee schedule could be used to determine a pro-rata amount. Mr. Franklin said that the daily rate for a large group instruction room is \$200 and the daily rate for a cafeteria is \$300, so a rate of \$160 for the large group instruction room would be proportionate to the rate of \$235 for the cafeteria. The School Board discussed whether it would be fairer to reduce the rate at Reid Elementary School or charge the same rate for both facilities given that \$235 per week is already a reduced rate compared to the normal fee schedule.

After considerable discussion, Mr. Corradi moved and Mr. Fager seconded a motion to approve

a sub-lease agreement with Growing Adventures ChildCare to use Reid Elementary School during the 2018-2019 school year for its before and after school child care program at a weekly rate of \$235. The vote to approve the motion was 7 to 0.

Mr. Ponnett asked that rates be established for before/after school programs so that there would not be a need to debate over the charge in the future. Mr. Ponnett suggested that this could possibly occur using square footage as the basis. Mr. Montgomery concurred with Mr. Ponnett on establishing a fee schedule. Dr. Gomboc-Turyan asked that the District reach out to the parent who attended the last School Board meeting to advise her of the sub-lease approval.

b. Use of Facilities

Action Item: Mr. Corradi noted that there were facility use requests on the listing attached to the agenda. The School Board expressed support to move the use requests to the September 18 consent agenda for approval.

c. Homecoming Bonfire

Action Item: Mr. Corradi said that the MAHS Student Council has requested permission to hold the annual Homecoming bonfire (controlled burn) event on October 10, 2018. The School Board expressed support to move the request to the September 18 consent agenda for approval.

d. MAMS Water Heater Change Order

Action Item: Mr. Corradi said that a change order proposal (cost of \$8,193.64) has been received from Enginuity to add two sequencing valves to the water heaters at MAMS. Mr. Franklin said that no action is required at this meeting and the District will negotiate with Barton Associates to take responsibility for a portion of the change order cost since it was their design omission that has created the change order. Mr. Franklin said that the item would be placed on the September 18 agenda for further discussion.

e. Reid Skylight Recaulking

Action Item: Mr. Corradi said that a proposal has been received from Hershocks to recaulk the skylight at Reid Elementary School due to leaking issues at a cost of \$7,477.92. Mr. Corradi noted that this is an unbudgeted cost, so it is recommended to use Capital Reserve funds for the repair. The School Board expressed support to move the proposal to the September 18 consent agenda for approval.

f. Kunkel Boiler Replacement Commissioning

Action Item: Mr. Franklin noted that the commissioning proposal would be contingent upon the School Board awarding a contract to replace the Kunkel boilers at the next School Board meeting. Mr. Franklin said that proposals for the boiler replacement are still being solicited and it is expected that they will be available for the September 18 School Board meeting. The School Board expressed support to move the proposal from Barton Associates, Inc. to perform the commissioning for the boiler replacement project to the September 18 agenda for further consideration.

g. Kunkel Boiler Replacement Testing and Balancing

Action Item: Mr. Franklin noted that the testing and balancing proposal would be contingent upon the School Board awarding a contract to replace the Kunkel boilers at the next School Board meeting. As noted above, Mr. Franklin said that boiler replacement proposals will be considered at the September 18 School Board meeting. The School Board expressed support to move the proposal from Flood & Sterling to perform the testing and balancing for the replacement of the Kunkel boilers to the September 18 agenda for further consideration.

h. Multi-Year Capital Projects Plan

Mr. Corradi said that two items were listed on the agenda for possible addition to the multi-year capital projects plan, as noted below.

1. Fink Elementary: installation of boiler alarms - projected cost of \$9,070
2. MAMS: installation of boiler alarms - projected cost of \$5,050

Mr. Meiser said that the direct digital control system at these two buildings currently has no ability to see if the boilers are in alarm. Mr. Meiser said that this was not part of the original design; however, he would recommend this addition. Mr. Meiser said that the work could be done at any time during the year. Mr. Meiser said that he would recommend doing the work as soon as possible, but recognizes this was not part of the original plan for use of capital reserve funds. Mr. Corradi recommended that the administration discuss when this could be accomplished within the District's financial plan and report back.

i. Capital Projects Tracking

Information Item: Mr. Franklin said that there were no significant items to note on the capital projects (16-17 and 17-18) lists attached to the agenda.

j. Bus/Van Drivers

Action Item: Mr. Corradi said that two drivers are recommended for approval for the 2018-2019 school year - Deasia Dockery (Boyo) and Felicia Martin (Boyo). The School Board expressed support to move the drivers to the September 18 consent agenda for approval.

13. Election of 2018 PSBA Officers

Action Item: Mr. Franklin said that the School Board must collectively vote for PSBA Officers before October 11. Mr. Franklin said that most candidates are running without opposition and that only the Forum Steering Committee 2-year terms have more candidates than there are positions. Mr. Franklin said that the election can occur at the September 18 meeting and that he can provide additional information about the candidates if that is desired.

14. Adjournment

Mr. Montgomery moved and Dr. Gomboc-Turyan 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 6:43 p.m.

ATTEST:

David A. Franklin, Board Secretary