

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

October 2, 2018

Board Members in attendance: Mike Corradi, Melvin Fager, Jr., Dr. Julie Gomboc-Turyan, Christopher Lupp, Linda Mehaffie, Darnell Montgomery, John Ponnett, Jr. (arrived following Roll Call at approximately 6:25 p.m.), Jennifer Scott

Board Members not in attendance: Dr. Brian Keating

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; 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: Lynn Fallinger, Eric Fisher, Dr. Beth Gannon-Rittenhouse, Melanie Hensel, Zach Kepler, Ray Shearer

Interested Students and Citizens: Marty Belville, First Student; Scott Cousin, Crabtree Rohrbaugh & Associates; Becky Dolan; John Lewis, Barry Isett & Associates; Mary Shank; Michelle Strohecker

Candidates for Employment: Katie Woodworth

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 read a prepared statement addressing the cancellation of the Middletown Area Blue Raider Foundation's (Foundation) Night at the Races event which had been scheduled for Saturday, September 22, 2018. Mrs. Mehaffie stated the event was canceled because an anonymous complaint was filed with the Pennsylvania Liquor Control Board (PLCB) late in the afternoon on the day before the event was to be held. Mrs. Mehaffie noted she (as Executive Director of the Foundation) did not receive notice of the complaint until the day of the event and efforts to contact the PLCB enforcement official were not successful. Mrs. Mehaffie explained that since contact could not be made the Foundation Board decided to cancel the event. Mrs. Mehaffie said she was able to speak with the PLCB enforcement official the day after the event and learned the complaint included the following: 1) that alcohol would be served at an event with high school students present; and 2) that the Foundation did not hold the proper license to sell alcohol. Mrs. Mehaffie explained the first allegation was not correct as the fundraiser was being held for those ages 21 or older. Mrs. Mehaffie said the Foundation did hold a small games of chance license that was acquired for the event but had not obtained a license to sell alcohol (as no one on the Foundation Board was aware of a requirement for such a license since alcohol was not actually going to be sold but was donated and would be provided as part of the cost of admission). Mrs. Mehaffie said the

Foundation regrets the oversight that resulted in the cancellation of the event. Mrs. Mehaffie also noted regret that the complainant did not contact a member of the Foundation Board directly so perhaps the required licenses could be obtained and the event could have proceeded as planned. Mrs. Mehaffie said members of the public have reached out and offered donations to the Foundation and encouraged the event be rescheduled. Mrs. Mehaffie said proper licensure will be obtained for a rescheduled event.

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. Candidates for Employment or Approval

Katie Woodworth, candidate for an Elementary Art Teacher position, introduced herself.

4. Presentations

a. 2018 SAT and PSAT Data

SAT: Mrs. Mostoller said it is difficult to aggregate the data, so for comparison purposes she looked at the junior class only. Mrs. Mostoller explained the SAT exam, noting it was revised in 2016. Mrs. Mostoller said it is primarily taken by juniors and seniors for college admission. Mrs. Mostoller reviewed scoring for the SAT – two sections each worth 800 points (mathematics and critical reading/writing). Mrs. Mostoller said scores are not aggregated for the year, but are provided specific to the test date. Mrs. Mostoller said 41 juniors took the exam in June 2018 with a mean score for MAHS of 1014 compared to 1094 for Pennsylvania and 1114 for the nation. Mrs. Mostoller then broke the scores down by section. MAHS had a critical reading/writing mean score of 510 compared to 551 for Pennsylvania and 560 for the nation; MAHS had a mathematics mean score of 504 compared to 543 for Pennsylvania and 555 for the nation. Mrs. Mostoller said 20 juniors took the exam in May 2018 with a mean score for MAHS of 1099 compared to 1103 for Pennsylvania and 1132 for the nation. Mrs. Mostoller then broke the scores down by section. MAHS had a critical reading/writing mean score of 556 compared to 554 for Pennsylvania and 564 for the nation; MAHS had a mathematics mean score of 543 compared to 549 for Pennsylvania and 568 for the nation.

PSAT: Mrs. Mostoller explained the PSAT is generally taken in the junior year and it is not used for college admissions, but rather as a possible indicator of how a student will perform on the SAT. Mrs. Mostoller said exceptional performance on the PSAT can result in a student earning National Merit recognition and scholarship funds. Mrs. Mostoller explained the District now pays for every junior to take the exam during the school day. Mrs. Mostoller said when this decision was made several years ago test participation rose from 41 juniors in 2013-2014 to 136 juniors in 2014-2015. Mrs. Mostoller said there are two sections in the exam (mathematics and reading/writing) each worth 760 points. Mrs. Mostoller said 134 students took the exam in 2018 with a mean score for MAHS of 922 compared to 1002 for Pennsylvania. Mrs. Mostoller then

broke the scores down by section. MAHS had a reading/writing mean score of 472 compared to 505 for Pennsylvania; MAHS had a mathematics mean score of 450 compared to 497 for Pennsylvania.

b. Preliminary Review - Elementary Facility Options

Mr. Scott Cousin (Crabtree Rohrbaugh & Associates) presented preliminary information on elementary facility options as a result of the discussion at the August 21 School Board meeting. Mr. Cousin updated the estimates for a Kunkel renovation project that were originally presented in May 2016 prior to the PlanCon filing with the Pennsylvania Department of Education (PDE). Mr. Cousin said the cost for the renovation/expansion project is estimated to range between \$20,767,255 and \$22,428,635. Mr. Cousin pointed out the size of the expansion would now be insufficient given enrollment changes. Mr. Cousin said the cost to build a new larger building on the existing Kunkel site is estimated to range between \$27,529,595 and \$29,731,963. Mr. Cousin said either of those projects is permissible with the PlanCon Part A filing approved by PDE. Mr. Cousin said a new option is proposed, which is not included in the Part A filing – a centralized elementary school with a new grade configuration. Mr. Cousin said this option would not be eligible for PlanCon reimbursement under the existing filing. Mr. Cousin said the PlanCon program is being revamped, but there is no knowledge of what the new program would include and when funding would be available. Mr. Cousin reviewed enrollment projections for the District. The PDE projections developed in 2011 showed a consistent decline in enrollment at the kindergarten to grade 5 levels after 2015-2016. Mr. Cousin showed actual enrollment for that grade span since 2015-2016 has not declined as predicted and a linear graphing of the enrollment trend shows an increase. Mr. Cousin said updated PDE projections for 2016 predict enrollment increases through 2025-2026 for the grade span to a point with over 1,200 students compared to the current enrollment that is over 1,150 students. Mr. Cousin said PDE looks at live births and retention rates. PDE previously projected a declining birth rate for the District, but now shows a 2% increase per year – compared to an actual average increase of 1.3% per year. Mr. Cousin also noted there has been a spike in the retention rates within the District. Mr. Cousin reviewed District population components showing an increase in the overall population since 1990 from 17,446 to 18,454. Mr. Cousin said there is limited new development within the District, so enrollment change due to new housing should not be drastic. Mr. Cousin noted the largest planned new development is Woodland Hills. Mr. Cousin showed that statistically the number of students anticipated from the 312 unit development would be 94, which translates to 8 students per grade. Mr. Cousin said PDE's enrollment study shows 1,211 as the highest projected enrollment (average of 202 students per grade) for the grade span. Mr. Cousin said an alternate way of reviewing capacity is to take current enrollment (1,163 students) plus 10%, which translates to 1,279 students (213 students per grade). Mr. Cousin reviewed a model with PDE projected enrollment increases of 7.2% per year, which would translate to 1,350 students in the highest year or 225 students per grade. Mr. Cousin noted the average enrollment increase per year (over the past 9) has been 1.4%. Mr. Cousin said when this is applied to current enrollment it results in a highest capacity of 1,317 students or 220 student per grade. Mr. Cousin recommended use of the current enrollment plus 10% calculation for a capacity of 1,279 students or 213 students per grade. Mr. Cousin reviewed existing capacity in the elementary

buildings. Mr. Cousin said the functional capacity in the three elementary buildings is 1,276 students compared to a current enrollment of 1,163 students. Mr. Cousin noted that due to special needs some classrooms are not used at functional capacity. Mr. Cousin said the general guideline is for 85% utilization of functional capacity. Mr. Cousin said the District is currently at a 91% utilization rate and that after a tour of the three elementary buildings there is only one classroom that would be available for future capacity increase. Mr. Cousin said current enrollment plus 10% translates to 1,279 students, which exceeds functional capacity even if a 100% utilization rate would be used. Mr. Cousin said capacity needs would not be met with a renovation project only and that additional space is needed. Mr. Cousin discussed four possible configurations to move toward a centralized structure for the District. The first two options would have two grade spans at Reid Elementary School and four grade spans at a new elementary school on the campus. The other options would have three grade spans at Reid Elementary School and the new school each. Mr. Cousin then demonstrated that it would not be possible to have three grade levels at Reid Elementary School as capacity would fall short of need by more than 100 students. Mr. Cousin discussed three options to address needs of the current Administration Building on Water Street – 1) addition/renovation of existing building, 2) renovation of Fink Elementary School for administrative use if all school buildings are moved to the campus, and 3) build additional space onto a new building on the campus for administrative space. Mr. Cousin discussed three options to address needs of the Operations Building on the other side of the turnpike from the campus – 1) repairs to existing building, 2) renovation of Fink Elementary School for operations use, 3) build additional space onto a new building if all school buildings are moved to the campus. Mr. Cousin asked the School Board which options should be considered to narrow the focus for discussion. Dr. Suski noted that the presentation that was reviewed was not attached to the agenda as the District does not publish floor plans of school buildings for security reasons. Dr. Suski said she would share the presentation with the School Board.

School Board members and the Administration posed the following questions/made the following comments:

- Mrs. Mehaffie – is there enough space for the Operations Building to be moved to Fink Elementary School along with the Administration Building? Mr. Cousin said it would need to be reviewed, but with some large spaces converted for warehouse-like space it could be possible. Mr. Meiser raised concerns about having Operations located away from the campus where most work occurs. Mr. Franklin said some sort of structure would likely be needed on the campus to house equipment even if personnel were based out of the Fink site.
- Mr. Fager – would another building on the campus preclude the District from addressing the recreation space requirement of the Department of Conservation and Natural Resources? Dr. Suski responded that the space requirement can be met even with another building and that the turf field that was being considered could be used to help meet the need.
- Mrs. Mehaffie – has the District received the appraisal for the Espenshade property on the District's campus? Mr. Franklin responded that the appraisals are expected by the end of the month.

- Mrs. Mehaffie – is the area where Field 14 is located a possible site for a new building? Mr. Cousin said that was a logical spot and based upon space available it would probably be a three-story building like the middle school.
- Mr. Montgomery said he likes the idea of all buildings in one location for safety reasons and to build community with the entire District together at all grades.
- Mr. Fager – how soon can we find out how much land must be available for recreation? Mr. Cousin said that is already known.
- Mr. Montgomery said the campus idea allows teachers to collaborate easier which provides academic benefit.
- Mrs. Scott – does the estimate change to build a new Kunkel based upon location? Mr. Cousin said the cost estimate would be different as we would now be looking at having only two elementary schools – Reid and the new building.
- Mrs. Mehaffie – if there would be a new school on the campus, does it make more sense to put Administration & Operations there as well?
- Mrs. Scott said she likes the idea of renovating Fink for Administration, but maybe Operations would need to be on the campus because of the hub of work occurring there.
- Mr. Montgomery – is the Highspire petition factored into this information? Dr. Suski noted that there has been no resolution to the Highspire petition and it is still in the court system. Mr. Cousin said he would never suggest constructing a new building to account for the potential outcome of the Highspire petition.
- Mr. Ponnett said he would like to see an amendment to the presentation for “what if” scenario if the Highspire petition resulted in additional students for the District.
- Mrs. Scott – what is the cost difference to renovate Fink for the Administration Building vs. building new space onto a new building on the campus. Dr. Suski said that is known already and it would be less costly to renovate Fink.
- Mrs. Mehaffie said there seems to be a consensus to continue exploration of a new building on the campus.
- Dr. Suski suggested a survey of parents. Dr. Suski said several years ago staff was consulted about maintaining three elementary K-5 buildings or moving to a center model and the results were split pretty evenly.
- Mr. Montgomery pointed out that balancing enrollment would be easier under a center model.
- Dr. Suski said the center model was not pursued in the past for several reasons, but given the mixed reaction from staff she suggested that it would be wise to seek input from the community now.
- Mrs. Mehaffie asked if a special meeting could be held for that purpose.
- Mr. Montgomery suggested that in addition to community input it is important to consider what is in the best interest of the students from an academic perspective.
- Dr. Suski suggested that the presentation could provide information on the educational benefit of moving toward a center model while providing an opportunity to ask questions and provide a timeline. Mr. Cousin suggested aligning the informational meeting with cost information – up-front costs plus annual maintenance costs along with staffing needs.

The School Board discussed combining this meeting with an existing meeting and determined that it would be best to hold a special meeting for this purpose. Mrs. Mehaffie suggested that the District might also want to get appraisals for the Administration Building and the Operations Building.

5. Public Comment

Mary Shank, 224 Strasburg St, said she is concerned about the fire lane at Kunkel Elementary School. Ms. Shank said she spoke to Dr. Suski about people using the fire lane to drop off children. Ms. Shank said the police don't seem concerned. Ms. Shank said the use of the fire lane for this purpose teaches children that it is okay to disobey the law. Dr. Suski said the police indicated they do not have personnel to sit in the parking lot and ticket people. Mr. Meiser said the drop-off at Kunkel is an issue because there is not a separate area for this. Mr. Meiser said in his discussion with the code enforcement officer they would not have a problem with the fire lane being used as a drop-off point as long as the driver remains in the vehicle because the driver could move the vehicle in an emergency situation. Mr. Meiser said when his personnel tries to provide direction to parents the parents generally disregard them.

6. Secretary's Report

a. Minutes

Mr. Montgomery moved and Mr. Corradi seconded a motion to approve the minutes of the September 18, 2018 School Board General Business Meeting. The vote to approve the motion was 8 to 0.

7. Bill Lists

a. Paid Bills

Mr. Lupp moved and Mr. Corradi seconded a motion to approve the Paid Bills with totals by fund as detailed. The vote to approve the motion was 8 to 0. **(See Attachment)**

Fund 10, General Fund - \$2,149,940.66

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 - \$231.38

Fund 72, Expendable Trust Fund - \$0

Fund 74, Nonexpendable Trust Fund - \$0

Fund 81, Student Activities Fund - \$1,716.00

b. Unpaid Bills

Mr. Lupp moved and Mrs. Scott seconded a motion to approve the Unpaid Bills with totals by fund as detailed. The vote to approve the motion was 8 to 0. **(See Attachment)**

Fund 10, General Fund - \$377,168.36

Fund 32, Capital Reserve Fund - \$0

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

Fund 51, Food Service Fund - \$8,894.68
Fund 59, WMSS Radio Station Fund - \$2,325.60
Fund 72, Expendable Trust Fund - \$0
Fund 74, Nonexpendable Trust Fund - \$0
Fund 81, Student Activities Fund - \$750.00

8. District Goals for 2018-2019

Discussion Item: Dr. Suski said the following goals have been drafted for the 2018-2019 school year for consideration by the School Board. Dr. Suski said these goals align with several of the District's new initiatives. Mr. Lupp recommended that the goals be moved to the October 16 Board agenda for approval. The School Board supported the recommendation of Mr. Lupp.

1. Develop the District's new Comprehensive Plan for the next period (July 1, 2020 – June 30, 2023) to submit to the PA Department of Education for approval by the November 30, 2019 deadline.
2. Increase K-12 student achievement as defined by the multiple measures of the Future Ready PA Index.
3. Conduct an Elementary Feasibility Study to review options for the best delivery of services for elementary students currently served at Fink, Kunkel and Reid Elementary Schools, based on the need for more instructional space and programs for special populations.
4. Implement three new initiatives to address student mental health, behavior, and wellness: Middletown Area Therapeutic Elementary Support (MATES) program; School-wide Positive Behavior Intervention Support (SWPBIS); and Positive Action™.
5. Implement increased safety and security measures District-wide as recommended by the risk and vulnerability assessment reports.
6. Implement the recommendations of the Athletic Field Master Plan within budgetary constraints and available Capital Reserve funds.
7. Negotiate a new agreement with the Middletown Area Education Support Personnel Association prior to the June 30, 2019 expiration date of the current agreement.

9. Unfinished Business

a. Operations: Building Temperature Set Points

Information Item / Discussion Item: Dr. Suski summarized the discussion from the September 18 School Board meeting and the recommendation to have a HVAC engineer attend a future School Board meeting as indicated in the minutes. Mr. John Lewis of Barry Isett & Associates works for the firm that provided the HVAC design for the new high school. Specific to the concerns raised about the team rooms/locker rooms, Mr. Lewis said there are code requirements that those spaces must bring in 100% outside air when HVAC is used. Mr. Lewis said this year has been especially humid and bringing in 100% outside air results in the humid air outside continually being brought into those spaces. Mr. Lewis said he believes there are some controls that can be worked into the system to alleviate some of the issues experienced. Mr. Lewis said he has discussed the recommendations with Mr. Meiser and the HVAC technician for the District. Mr. Lewis explained his recommendation is to change the time of day when the system begins operation. Mr. Lewis said cooling and dehumidification require a load in the space to work properly – i.e. people create heat that requires the system to run. Mr. Lewis pointed out

that there is not active dehumidification in the system, it is only passive. Mr. Lewis said if the system is run when there is no load, the outside (humid) air is being brought into the space but no real cooling is occurring because there is no need. Mr. Lewis suggested narrowing the operation to when there are kids in the space. Mr. Lewis also addressed the design of the ice plant. Mr. Lewis said the ice storage generation system work off peak time when electricity is cheaper and generates ice that is used to cool the building on the following day. Mr. Lewis said the system does not allow for ice to be created and the cooling system to be run at the same time. Mr. Lewis said when ice is being created it would be best to deactivate the system in the team rooms/locker rooms so that outside air isn't being brought into the space. Mr. Lewis said other spaces in the building can have air circulated at this time. Mr. Lewis recommended placing the building into occupied mode only when someone is going to be present. Mr. Lewis said in occupied mode outside air is brought into the building and the fan is running. Mr. Lewis said if the temperature is satisfied cool air won't be circulated but the fan would continue to run. Mr. Lewis said if the building switches to unoccupied mode at 3:00 and someone stays until 4:00 you would not notice the temperature difference. Mr. Lewis reiterated that it is best to run the system when there is sufficient load.

Mr. Meiser said specialty areas may run on a different schedule than the main building. Mr. Meiser said the technicians are looking at the schedules daily. Mr. Meiser said most of the year the system has been working fine, but there are some changes that can be made in August and September. Mr. Meiser said they will actually heat up the spaces in the morning to a high temperature to bake out the moisture and then bring cool air into the space to get it ready for the day. Mr. Meiser said this should help to reduce the humidity in the space and would be a better alternative than keeping the air conditioning running 24 hours per day at a cool temperature because that would just continue to bring the outside humid air into the space.

Mr. Lewis agreed with Mr. Meiser's comment about turning the heat up and drying out the humidity in the building and then turning the cooling on. Mr. Lewis again noted that this year has been extraordinarily wet and not typical. Mr. Lewis said every school district is experiencing issues this year with humidity.

Mr. Corradi raised concern about going into unoccupied mode at 3:00 or 4:00, noting that the building was not cool for the high school open house. Mr. Corradi suggested running the system longer to avoid issues with pipes sweating. Dr. Suski noted that open house happened to be on a peak day and the District was expected to curtail energy for that reason and that was why the building was not as cool as it would have been. Mr. Lewis said the District has benefited greatly when curtailing on peak demand days. Mr. Meiser said the system has the ability to handle going into unoccupied mode and then back into occupied mode for an event and that there is optimal start logic in the system that knows when to turn the cooling on so that the desired temperature can be achieved for the event. Mr. Meiser echoed the comment of Dr. Suski that open house began at the tail end of the peak demand period so the system did not have sufficient time to get to the desired temperature.

Mr. Corradi referenced another situation when he was here for a breakfast and he was sweating while eating a bagel. Mr. Meiser said that a mistake was made and the system was not programmed correctly that particular morning. Mr. Meiser apologized for the situation.

Mr. Meiser said adjustments have been made to the cooling schedule. Mr. Meiser said originally state recommended set points were used, but those are not comfortable. Mr. Meiser said there aren't a lot of complaints now about rooms being hot and individual situations are investigated when they are reported. Mr. Meiser noted that an adjustment was made to the third floor of the middle school with the cooling turned on earlier because it requires more time to cool that location. Mr. Meiser pointed out again that there is no active dehumidification system in any building in the District. Mr. Meiser said temperatures can be adjusted as needed, but we are within the parameters of what our neighboring school districts are doing.

Mr. Lewis said the high school system is designed so that it could cool the entire building on the hottest day of the year probably down to a 72 degree temperature. Mr. Lewis said the key thing is to get the moisture out of the building and then work on some scheduling concerns. Mr. Lewis noted that if the system is activated for a small group that is probably going to create humidity issues.

b. Operations: Kunkel Boiler Replacement Commissioning

Immediate Action Item: Mr. Franklin said Barton Associates originally provided a proposal to perform the commissioning of the replacement Kunkel boilers at a lump sum cost of \$4,850 plus approximately \$130 in reimbursable expenses, but due to the change order that the District approved for the MAMS water heater replacement for which Barton Associates made a design mistake, Barton Associates has proposed a deduct change order in the amount of \$3,549.64. Mr. Franklin said Barton Associates arrived at this deduct change order after determining the value of the sequencing valves added to the MAMS water heaters is \$4,644 per Aerco, which is the cost that would have been incurred by the District if the sequencing valves were included in the original design. Mr. Corradi moved and Mrs. Scott seconded a motion to approve a contract with Barton Associates to provide commissioning services for the Kunkel boiler replacement at a net cost of \$1,300.36 plus reimbursable expenses. The vote to approve the motion was 8 to 0.

10. Finance

a. MAEA Professional Negotiations Agreement

Immediate Action Item: Mr. Lupp moved and Mrs. Scott seconded a motion to approve the Professional Negotiations Agreement between the District and Middletown Area Education Association for a five-year term beginning July 1, 2018. The vote to approve the motion was 8 to 0. ***(See Attachment)***

Mr. Shearer thanked the School Board for their cooperation during the negotiation process.

b. 2019-2020 General Fund Budget Timeline

Discussion Item: Mr. Franklin reviewed a draft timeline for the development of the 2019-2020 General Fund budget. Mr. Franklin recommended that a full budget with all projected costs be

reviewed before a decision is made to live within the Act 1 index. Mr. Franklin said this means that budget documents from staff need to be returned in the fall as had occurred several years ago in order to have the best information possible when reviewing the preliminary budget for the upcoming year. **(See Attachment)**

c. Gaggle Agreement

Immediate Action Item: Mr. Lupp moved and Mr. Corradi seconded a motion to approve an agreement with Gaggle.Net, Inc. to provide the District with safety management services for Google and Canvas products at a cost of \$7,958.40 beginning October 1, 2018 through June 30, 2019 plus a one-time setup fee of \$1,275.00 for both products. The vote to approve the motion was 8 to 0.

Mrs. Mehaffie asked if this would be a cost that could either be put into the safety grant or that Phoenix contact could be asked to cover. Mrs. Mehaffie said the District could pay now and then get reimbursed.

d. Real Estate Tax Exonerations

Action Item: Mr. Lupp referenced the agenda and noted the District received notification from Dauphin County Office of Tax Assessment that a garage was demolished on parcel 41-020-014-000-0000 (Richard Zalek) that would change the assessed value of the parcel effective July 1, 2018. Mr. Lupp said the administration recommends exonerations of tax Bill 102925 (face amount of \$653.43) and a new bill will be issued with the improvement removed. The School Board expressed support to move to exonerations to the October 16 consent agenda for approval.

e. Olmsted Regional Recreation Board Termination Costs

Discussion Item / Possible Action Item: Mr. Lupp said the Olmsted Regional Recreation Board may need the entities that comprised the organization to provide an additional contribution to fund the costs required to terminate the organization. Mr. Lupp said each entity is being asked to contribute an amount not to exceed 10% of the normal annual contribution, which would be \$1,000 for MASD. Mr. Lupp noted the District's last payment of \$10,000 was made in April 2017. Mrs. Mehaffie said she thought there was plenty of money left in the account and there was even likely money that would help support MARA. Mr. Lupp said there was a \$7,300 bill for payroll taxes that was not anticipated. Mrs. Mehaffie asked whether the taxes had been paid. Mr. Lupp said they are awaiting an answer to that question. Mr. Corradi asked whether an audit is being conducted. Dr. Suski said perhaps the District's auditors could do the audit in conjunction with the school district audit. Mr. Ponnett suggested reviewing transactions for impropriety before conducting the audit and then moving forward with an audit if needed. Mr. Montgomery asked about the reaction of the other entities to the potential additional cost. Mr. Lupp said everyone is currently talking to their respective governing bodies so he has not heard anything yet.

f. Resolution to Support Current EIT Collection System

Immediate Action Item: Mr. Lupp moved and Mrs. Scott seconded a motion to adopt a

resolution to support the current earned income tax collection system that models a resolution adopted by the Dauphin County Tax Collection Committee at their meeting in September. The vote to approve the motion was 8 to 0. **(See Attachment)**

11. Academic Affairs

a. Comprehensive Plan

Discussion Item: Dr. Suski explained the first steps in the development of the District's new Comprehensive Plan which is due to the PA Department of Education by November 30, 2019. Dr. Suski said she is proposing a different structure to the development of this plan with small focus groups developed to work on specific areas. Dr. Suski said the School Board is required to select representatives from the community to be part of the plan development including parents, business people, and non-parent residents. Dr. Suski said the same people have been tasked to assist with the past several plans and suggested casting a wider net to get involvement from people that might not have been included in the past. Dr. Suski said an email solicitation could occur to garner interest or the Board could just appoint individuals. Mrs. Mehaffie asked the frequency of the plan development. Dr. Suski said it occurs every three years. Mrs. Scott suggested the survey first and then appointment. The School Board had general consensus to survey.

b. Student Assistance Program Agreements

Action Item: Dr. Suski noted that annual letters of agreement with Keystone Human Services for the Student Assistance Program (SAP) and Elementary Student Assistance Program (ESAP) were received. The School Board expressed support to move the agreements to the October 16 consent agenda for approval.

c. Contracted Physical Therapy Services

Immediate Action Item: Mr. Franklin said after an exhaustive search Mrs. Palmer was able to locate an organization to provide physical therapy services for the District. Mr. Franklin said immediate action is requested so that the services can begin. Mr. Montgomery moved and Mr. Fager seconded a motion to approve an agreement with General Healthcare Resources, LLC to provide budgeted physical therapy services for the District for the 2018-2019 school year at a cost of \$74.00 per hour for approximately two days per week using Access funds. The vote to approve the motion was 8 to 0.

d. Marching Band Field Trip

Immediate Action Item: Dr. Suski said Mr. Fisher requested permission for the marching band to go to the Baltimore Symphony during the school day, so the trip is considered co-curricular and in need of Board action. Dr. Suski said the cost per student is \$60 and fundraising will occur for the trip. Dr. Suski said Mr. Fisher indicated that the booster club would provide added funds, if needed, so that no one would be precluded from attendance because of cost. Mr. Montgomery moved and Mr. Lupp seconded a motion to grant permission for the High School Marching Band to take a field trip to the Baltimore Symphony followed by lunch at a restaurant on Friday, November 2, 2018 with admission and transportation costs paid from the student activity account and the District paying for the cost of two substitute teachers. The vote to approve the

motion was 8 to 0.

e. Field Trips

Action Item: The School Board expressed support to move the following field trips to the October 16 consent agenda for approval.

1. "On The Road" for juniors and seniors to Shippensburg University on November 14, 2018 with bus transportation provided by the District.
2. "On The Road" for juniors and seniors to Pennsylvania College of Technology on November 19, 2018 with school vans used for transportation.
3. Five elementary gifted students to the DaVinci Science Center in Allentown, PA on November 15, 2018 with a school van used for transportation.

f. MAMS Transfer Gowns

Discussion Item: Dr. Suski reviewed pricing information from four vendors for either reusable or one-time use gowns. Dr. Suski said the cost would be \$20.95 per student for reusable gowns at an estimated total cost of \$3,812.90. The School Board expressed support for the Administration's recommendation to continue with the previous practice of semi-formal attire and forego the additional cost for reusable gowns.

12. Athletics/Activities

a. Swimmers

Action Item: Dr. Suski said the administration recommends approval of the following students representing Middletown Area High School as "Non-Swim School Participants" in PIAA competitions at no cost to the District. Dr. Suski said they will be coached by a volunteer swim coach whose name will be brought before the Board for approval at a future meeting. The School Board expressed support to move the names of the swimmers to the October 16 consent agenda for approval.

1. Gavin Guckavan
2. Larae Rhine
3. Faith Rhine

13. Personnel

a. Resignation

Action Item: The School Board expressed support to move a resignation from Susan Wagner as a Part-Time Non-Instructional Aide (Lunch Room Monitor, Kunkel) effective October 5, 2018 to the October 16 consent agenda for approval. Mrs. Mehaffie commented on what a huge loss this is to Kunkel Elementary School.

b. Employment

Immediate Action Item: Mrs. Scott moved and Mr. Fager 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 8 to 0.

1. Garrett Pyne as a Groundskeeper (MAESPA Trades 1A) at an hourly rate of \$15.40 (Step 3) to

fill a vacancy created by the resignation of Sean Phillips effective October 8, 2018.

2. Katie Woodworth as an Elementary Art Teacher (MAEA Professional Employee) at a pro-rated annual salary of \$62,193 (Masters, Step 10) to fill a vacancy created by the resignation of Kristin Sinkovitz-Radle effective upon release from her current employer but no later than November 30, 2018.

c. Co-Curricular/Extra-Curricular Employment

Immediate Action Item: Mrs. Scott moved and Dr. Gomboc-Turyan seconded a motion to approve the change of employment status for the individuals listed below effective for the 2018-2019 school year, as recommended by the Administration. The vote to approve the motion was 8 to 0.

1. Jesse Woodrow from Assistant Cross Country Coach to Volunteer Cross Country Coach
2. Timothy Ebersole from Volunteer Cross Country Coach to Assistant Cross Country Coach at a stipend of \$1,440 (Step 1)

d. District Work Experience Program Employment

Immediate Action Item: Mrs. Scott moved and Mr. Fager seconded a motion to employ the following students in the Middletown Area School District Work Experience Program for the 2018-2019 school year at the rate of \$7.25 per hour. The vote to approve the motion was 8 to 0.

1. Jeremy Hippensteel - Custodian Aide
2. Hunter Rinier - Custodian Aide

e. Mentor

Action Item: The School Board expressed support to move employment of Mary Checco as a mentor teacher (Katie Woodworth, Elementary Art) for the 2018-2019 school year at a stipend of \$725 as recommended by the Administration to the October 16 consent agenda for approval.

Mr. Montgomery asked if this was a state required mentor program. Dr. Suski said the District has all new professional employees, even if they have acquired tenure in their prior district, go through the mentor program so they become familiar with District policies and procedures.

f. Volunteers

Action Item: The School Board expressed support to move the volunteers for the 2018-2019 school year listed below to the October 16 consent agenda for approval.

1. Denise Allen
2. Hunter Barcale
3. Keesey Cleckner
4. Michelle Goho
5. Kristy Mack
6. Cheryl Menear
7. Laura Sabal

g. Policies

Information Item: Mrs. Scott noted that revisions to seven policies as listed on the agenda will

be added to the October 16, 2018 Board agenda for first reading.

14. Operations

a. Use of Facilities

Immediate Action Item: The School Board reviewed the facility use requests on the listing attached to the agenda. Mr. Franklin said he was trying to get additional information regarding the fundraiser dance recital, but did not have it. Mr. Corradi moved and Dr. Gomboc-Turyan seconded a motion to table action on the dance recital and approve the remaining facility use requests on the listing attached to the agenda. The vote to approve the motion was 8 to 0. **(See Attachment)**

b. First Student Request to Test on District Property

Discussion Item / Possible Immediate Action Item: Mr. Marty Belville, First Student, said First Student contracts with the state to test its own employees. Mr. Belville said currently all employees must go down to Southern York County as that is the closest test site for First Student. Mr. Belville reviewed the location that he would like to use on District property and explained that the potential drivers would not drive the vehicle onto the property or off the property, but would only be behind the wheel during the testing process at the test site. Mr. Belville said the frequency of testing would be one person per day during the school year and perhaps 4 - 5 per day during the summer. Mr. Belville said the state requires a two-day lead time for testing. Mrs. Scott asked if this would impact the driver's education program. Mr. Franklin said it should not since First Student would be doing testing during the day and the driver's education testing is mostly after school. Mr. Belville said he would be able to coordinate. Mr. Belville said he would be able to test school district employees and municipal employees.

Mr. Montgomery moved and Dr. Gomboc-Turyan seconded a motion to authorize First Student to use District property as a third-party test site with all costs associated with preparing the site for use to be borne by First Student, appropriate notification made to District personnel before testing occurs, and assistance with plowing during winter months. The vote to approve the motion was 8 to 0.

c. School Bus/Van Drivers

Immediate Action Item: Mr. Corradi moved and Mr. Montgomery seconded a motion to approve Lexi Schantz (First Student) and Virginia Snyder (Boyo) as contracted school bus/van drivers for the 2018-2019 school year. The vote to approve the motion was 8 to 0.

d. Multi-Year Capital Projects Plan

Discussion Item: Mr. Franklin said there were no items for proposed addition to the multi-year capital projects plan.

e. MAMS Hot Water System Controls

Action Item: Mr. Meiser received a proposal from Automated Logic to add monitoring of the new MAMS hot water heater system to the building controls at a cost of \$13,190. Mr. Meiser said this was part of the design of the MAMS hot water heater, but did not have the cost at that

time. The School Board expressed support to move the proposal from Automated Logic to the October 16 consent agenda for approval.

f. Tree Planting on Sunoco Easement

Discussion Item: Mr. Meiser said a representative of Percheron Field Services contacted the District and advised that six trees would be planted on the right-of-way as required by the Pennsylvania Department of Environmental Protection Chapter 105 and Chapter 102 permits. Mr. Meiser said the trees would be monitored for a period of five years after planting and replanted if necessary. There were no questions or concerns raised.

15. Adjournment

Mr. Montgomery moved and Mr. Fager seconded a motion to adjourn the School Board Agenda Planning Meeting. The vote to approve the motion was 8 to 0. The meeting adjourned at 8:31 p.m.

ATTEST:

David A. Franklin, Board Secretary