

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

November 7, 2018

Board Members in attendance: Melvin Fager, Jr., Dr. Julie Gomboc-Turyan, Christopher Lupp, Linda Mehaffie, Darnell Montgomery, John Ponnett, Jr., Jennifer Scott (arrived after Roll Call at approximately 6:05 p.m.)

Board Members not in attendance: Mike Corradi, 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; Earl Bright, Middletown Academy/Raider Academy Principal; William Meiser, Director of Operations; Christine Mostoller, Director of Curriculum, Instruction and Assessment; Brett Myers, MAHS Assistant Principal; Krystal Palmer, Director of Special Education; Cliff Smith, Athletic Director; Heidi Zula, Director of Human Resources

District Staff: Josh Bleacher, Eric Fisher, Dr. Beth Gannon-Rittenhouse

Interested Students and Citizens: Scott Cousin, Crabtree Rohrbaugh & Associates; Karen Devine, Pennsylvania School Boards Association

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. Candidates for Employment or Approval

There were no candidates for employment or approval present.

4. Presentations

a. PSBA Update

Mrs. Karen Devine, Member Services Manager for the Pennsylvania School Boards Association (PSBA), provided a review of the various services the PSBA provides to its member districts. Mrs. Devine noted the various education and training events that the School Board can attend. Mrs. Devine also discussed the new Act 55 training requirements for all new and re-elected Board members. Mrs. Devine said the trainings were available online for free to members.

Mrs. Devine also recognized Melvin Fager for 12 years of school board service.

b. Elementary Reconfiguration

Mr. Scott Cousin, Crabtree, Rohrbaugh & Associates, continued the discussion regarding elementary school options that began October 2, 2018. Mr. Cousin said the current elementary enrollment is 1,163 compared to functional capacity of 1,276. Mr. Cousin noted although enrollment is less than functional capacity actual space utilization is different and the District is already feeling a squeeze with not enough space at the elementary level. Mr. Cousin said it is common to look at current enrollment plus 10% when planning for a building project and this analysis would result in a deficit of available space.

Mr. Cousin provided information on three elementary options – A) convert Reid to a kindergarten and 1st grade building and build a new elementary building for grades 2 – 5 on the campus; B) convert Fink to a kindergarten center, convert Reid to a 1st and 2nd grade building and build a new elementary building for grades 3 – 5 on the campus; and C) maintain Fink and Reid as kindergarten through 5th grade buildings and build a new kindergarten through 5th grade building on some other site that would need to be acquired. Mr. Cousin noted it would not be logical to have another elementary building with the same grade span on the campus.

Mr. Cousin reviewed how Fink and Reid would be converted under the different scenarios and provided an example of what a new building on the campus might look like. Mr. Cousin noted the District has the space that would be needed on the campus.

Mr. Cousin said option A is estimated to range in cost from \$35,742,329 to \$38,118,895 for the construction of the new elementary school and the minor conversion costs for Reid to accommodate all kindergarten and 1st grade classes.

Mr. Cousin said option B is estimated to range in cost from \$35,897,811 to \$38,437,722 for the construction of a new elementary school and the renovations at Fink that would be necessary to accommodate all kindergarten classes.

Mr. Cousin said option C is estimated to range in cost from \$34,62,163 to \$36,792,986; however, Mr. Cousin pointed out these costs do not include the site acquisition costs. Mr. Cousin said with the site acquisition included the cost would likely be in the same range as options A and B.

Mr. Cousin said that capacity is equally managed across all options and the cost of the three options is relatively equal (when site acquisition is included for Option C). Mr. Cousin said this allows the Board to focus on which option would be best from an educational program standpoint rather than which is the most economical.

Mr. Cousin said a question was raised during the last meeting about the impact if Highspire

Education Coalition was successful in its petition to become part of MASD. Mr. Cousin said the information available indicates that an additional classroom would be needed at each grade level. Mr. Cousin said this equates to 6,000 square feet of space or \$1.3 - \$1.4 million. Mr. Cousin said the campus site would allow for expansion should that ever be necessary.

Mr. Cousin reviewed options to address the insufficient space at the District Administration Building and the maintenance needs for the site if it continues to be used – 1) addition and renovation to the existing building, 2) renovation of Fink Elementary School to be used as Administration Building if Options A or B are selected to address elementary needs, and 3) add space for District Administration onto a new elementary school. Mr. Cousin noted that there would be sufficient space under Option B to incorporate the Administration Building into Fink while used as a kindergarten center. Mr. Cousin showed how that would occur with the existing administration area in Fink used for District Administration and a new building administration area added closer to the classrooms. Mr. Cousin said that if Fink were only used as an Administration Building it would result in approximately 45,000 – 50,000 square feet of unused space. Mr. Cousin said option 1 would range in cost from \$1,223,231 to \$1,536,466, option 2 would range in cost from \$1,099,528 to \$1,394,059 and option 3 would range in cost from \$2,318,543 to \$2,427,802.

Mr. Cousin reviewed options to address maintenance needs at the Operations Building – 1) repairs to existing building/site and 2) new Operations Building on the campus. Mr. Cousin showed that a new Operations Building could be built on the residential property adjacent to District property if that were acquired. Mr. Cousin said option 1 ranges in cost from \$500,000 to \$750,000 and option 2 ranges in cost from \$2,491,627 to \$3,180,794.

Mr. Cousin provided summaries of total costs when combining the various options to address elementary needs, the Administration Building and the Operations Building.

Mr. Cousin suggested that pros and cons for the various elementary options be listed to help facilitate discussion and preparation for the community meeting to be held at the end of the month.

Pros	Option A	Option B	Option C	Cons	Option A	Option B	Option C
central campus for all buildings	X			does not allow for central campus for all students		X	X
				kindergarten not with the rest of the students		X	
maintain neighborhood schools			X	loss of neighborhood schools	X	X	
increased safety with all students on the campus	X			does not facilitate increased safety with all students on the campus			X

transportation to one location for all students	X			transportation costs to separate building for all kindergarten students (b) or to three separate elementary schools (c)		X	X
operational cost savings with 1 less building	X			operational cost savings not obtained		X	X
consistent elementary start time	X			unable to have consistent elementary start time		X	X
easier shared teacher services at one location – grades 1-5 only (b)	X	X		shared teacher services more difficult – kindergarten only (b)		X	X
21 st century educational facilities in the new building	X	X	X	21 st century educational facilities only available to students attending new building			X
easier collaborative planning across classrooms at same grade level	X	X		does not facilitate collaborative planning across classrooms at same grade level			X
may allow for less special education staffing than other options	X			special education staffing costs may be higher		X	X
easier student transition to the middle school	X	X		continue to bring students from 3 schools into the middle school			X
easier class size balancing	X	X		class size balancing is more difficult			X
retain three building transitions in educational career of a student			X	one (a) or two (b) additional building transition(s) in educational career of a student	X	X	
does not add to the traffic on the campus			X	more traffic on the campus	X	X	
maintain gym for community use		X	X	potential loss of gym for community use	X		
new larger gym is located on the campus so it is available for athletic program	X	X		new larger gym is not located on campus so less beneficial to athletic program			X
lower technology costs with only one site	X			potential additional costs for technology with multiple sites		X	X
				true ongoing costs for fink are unknown		X	X
				unknown site location and site acquisition costs			X

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

- Mr. Fager – there have been a lot of patches made at Fink Elementary School, so is it the wisest idea to maintain that building with the true ongoing costs unknown? Mr. Meiser noted that the roof is coated, but a recoating is needed in the near future. Mr. Meiser said the electrical system is original and would need to be replaced. Mr. Meiser said the boilers were replaced when Feaser Middle School was demolished, but most of the other mechanical systems are also in need of replacement.
- Mrs. Mehaffie – also expressed concern about the true cost of renovations needed at Fink Elementary School.

- Mrs. Mehaffie – asked whether an Operations Building could be located on Field 14 and put a soccer field on the residential property adjacent to the District property. Mr. Cousin said the site would not be large enough unless Blue Raider Lane were rerouted and also noted that an electric easement exists on the property. Mr. Cousin said research needs to occur to see if the easement can be lifted since it is no longer used for electric lines.
- Mr. Fager – asked if the cost for construction of a new Operations Building was calculated as part of a package with a new elementary school. Mr. Cousin said the cost was calculated separately and there would be some economies if the projects were combined, but it would not reduce the costs in half.
- Comments were made about what happens to Fink if it is not used as a District facility since War Memorial Field is located there. There was concern about not wanting it to be repurposed in a way that would take away from the field. The potential of using the site for additional parking was mentioned.
- Dr. Suski – noted she has received comments about not wanting to lose the community feel associated with having Fink Elementary School. Dr. Suski also noted there may be community members concerned about all buildings being located in Lower Swatara Township. Discussion occurred about whether retaining the Administration Building in Middletown Borough truly addressed the potential criticism. Mr. Cousin said he might be more inclined to keep the Administration Building at its current site if there was a desire to maintain a Borough presence rather than relocate to Fink Elementary School. Comments were made about the expansion needed at the current Administration Building site and how parking is already at a premium when the Main Street Gym is in use.
- Mr. Cousin – said the costs identified on the District’s multi-year capital projects plan should be added to the options to get a true cost analysis.

5. Public Comment

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

6. Secretary's Report

a. Minutes

Dr. Gomboc-Turyan moved and Mr. Lupp seconded a motion to approve the minutes of the October 22, 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. 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 - \$379,977.80

Fund 32, Capital Reserve Fund - \$0

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

Fund 51, Food Service Fund - \$0

Fund 57, Middletown Area Recreation Alliance - \$400.00

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 - \$310,912.09
Fund 32, Capital Reserve Fund - \$76,070.29
Fund 38, High School Capital Projects Fund - \$0
Fund 51, Food Service Fund - \$3,031.44
Fund 57, Middletown Area Recreation Alliance - \$0
Fund 59, WMSS Radio Station Fund - \$198.28
Fund 72, Expendable Trust Fund - \$9.00
Fund 74, Nonexpendable Trust Fund - \$0
Fund 81, Student Activities Fund - \$3,235.31

8. Unfinished Business

Mr. Franklin stated that there was no Unfinished Business.

9. Athletics/Activities

There were no items for action or discussion.

10. Personnel

a. Resignation

Action Item: Mrs. Scott said the District received notification from Judith Medina that she was resigning as a Substitute Custodian effective November 1, 2018. The School Board expressed support to move the resignation to the November 20 consent agenda for approval.

b. Change of Employment Status

Immediate Action Item: Mrs. Scott moved and Mr. Fager seconded a motion to change the employment status of the individuals listed below as recommended by the Administration. The vote to approve the motion was 7 to 0.

1. Catherine Judy from Part-Time Non-Instructional Aide (High School Study Hall Monitor) to Full-Time Trades Assistant (MAESPA) at an hourly rate of \$14.25 (Step 2) to fill a vacancy created by the retirement of Rodger Crater effective when temporary or permanent coverage can be arranged for the vacancy at the High School.
2. Tina Shope from Technology Department Secretary (Support Staff, Range 3) to Human Resources and Business Office Assistant (Support Staff, Range 3) with no change in compensation to fill a vacancy created by the resignation of Taylor Sersch and the realignment of duties effective November 8, 2018.

c. Volunteers

Action Item: Mrs. Scott said the Administration recommends approval of the individuals listed

below as District volunteers for the 2018-2019 school year. The School Board expressed support to move the volunteers to the November 20 consent agenda for approval.

1. Kristen McLaughlin
2. Virginia Streckewald
3. Heather Wakefield

d. Co-Curricular / Extra-Curricular Schedule Revision

Immediate Action Item: Mrs. Scott moved and Mr. Fager seconded a motion to approve a revision to the co-curricular / extra-curricular compensation schedule for the 2018-2019 and 2019-2020 school years to create the position of Prom Advisor by reducing the compensation provided to Junior Class and Senior Class Advisors. The vote to approve the motion was 7 to 0. **(See Attachment)**

e. Co-Curricular/Extra-Curricular Employment

Immediate Action Item: Mrs. Scott moved and Mr. Fager seconded a motion to approve the individuals listed below for co-curricular/extra-curricular assignments for the 2018-2019 school year as recommended by the Administration, subject to submission of all required clearances and disclosures. The vote to approve the motion was 7 to 0.

1. Carl Dupes, Volunteer Assistant Wrestling Coach
2. Caitlin Hunt, Senior Class Advisor - \$827.50
3. Tiffany Lewis, Junior Class Advisor - \$827.50
4. Shawn McCreary, Senior Class Advisor - \$827.50
5. Katelyn Murk, Prom Advisor - \$827.50
6. Emily Quaca, Volunteer Assistant Girls Junior High Basketball Coach
7. Dana Schlader, Prom Advisor - \$827.50
8. Adam Shaffer, Junior Class Advisor - \$827.50

f. Post-Season Pay

Immediate Action Item: Mrs. Scott moved and Mr. Lupp seconded a motion to approve post-season pay for the individuals listed below based upon the established compensation schedule. The vote to approve the motion was 7 to 0.

1. Timothy Ebersole - Assistant Cross Country Coach - \$150
2. Peter Fox, Head Cross Country Coach - \$370
3. Lisa Huber - Head Volleyball Coach - \$630

g. MARA Youth Basketball Coordinator

Immediate Action Item: Mrs. Scott moved and Dr. Gomboc-Turyan seconded a motion to employ Chris Hughes as the Youth Basketball Coordinator for the Middletown Area Recreation Alliance at a stipend of \$2,500. Mr. Montgomery asked the length of time for the employment. Dr. Suski said the program runs from November until February. The vote to approve the motion was 7 to 0.

h. MARA Lead Event Staff

Immediate Action Item: Mrs. Scott moved and Mr. Fager seconded a motion to employ Lisa

Bivens as Lead Event Staff for the Middletown Area Recreation Alliance at a rate of \$9.50 per hour on an as-needed basis. The vote to approve the motion was 7 to 0.

i. MARA Event Staff

Immediate Action Item: Mrs. Scott moved and Mr. Fager seconded a motion to employ the individuals listed below as Event Staff for the Middletown Area Recreation Alliance at a rate of \$8.50 per hour on an as-needed basis. The vote to approve the motion was 7 to 0.

1. Vicky Bonte
2. Amira Darrow
3. Saima Faisal
4. Richard Fisher
5. Michael Jensen
6. Catherine Judy
7. CJ Lawrence
8. Eathen Varner
9. Lexi Zimmer

11. Academic Affairs

a. Field Trips

Action Item: Mr. Montgomery said approval is requested for the 5th grade field trip to Philadelphia, PA tentatively scheduled for May 13, 2019. The School Board expressed support to move the field trip to the November 20 consent agenda for approval.

12. Operations

a. School Bus/Van Drivers

Immediate Action Item: Mr. Fager moved and Mrs. Scott seconded a motion to approve the individuals listed below as contracted school bus/van drivers for the 2018-2019 school year. The vote to approve the motion was 7 to 0.

1. Katheryne Frantz (First Student)
2. Michael Hallman (Boyo)
3. Sondra Hurt (Boyo)
4. Kamil White (Boyo)

b. Use of Facilities - Seven Sorrows

Discussion Item: Dr. Suski said the School Board received a letter from a District resident indicating that the categorization for facilities use of Seven Sorrows Athletic Association is incorrect. Dr. Suski said she has confirmed that 58% of the students are District residents and Board policy requires 80% of the students to be District residents in order to be a category 2 organization. Mrs. Scott said she believes Board policy must be followed. Mr. Lupp agreed, but did not think retroactivity was necessary. Mr. Meiser said there is not really a difference in fee for the different categories when field use occurs, so there is no financial implication.

A sidebar discussion occurred regarding the condition of War Memorial Field given the use of the field and the weather conditions this year. Mr. Fager said he is concerned about the field

and feels that a decision needs to be made about the turf field that has been recommended by the steering committee because we are losing time. Dr. Suski noted that some additional options have been recently mentioned for the site of the turf field, including War Memorial Field. Dr. Suski said this was not an option previously considered as it was believed that there would be a lack of public support for a turf field at that site. Mr. Myers said the recommendation to maintain War Memorial Field was not just based upon public support, but was also a function of practicality. Mr. Myers said the turf field was intended to be used for athletic practice, which would increase transportation costs if students now needed to be bused to War Memorial Field for every practice. Mr. Meiser pointed out that War Memorial Field is not as conducive for a soccer field as the proposed campus site because of the size restrictions associated with the track located there. Mr. Meiser noted the track could be removed, but that would impact how Homecoming festivities currently are structured. Mr. Fager again suggested that a decision needs to occur soon so that time is not lost or we will have to wait another year to address the field concerns. Dr. Suski said Mr. Horn has indicated that we still have sufficient time to move forward. Mr. Fager said he doesn't understand why we are unable to make a decision. Mr. Franklin pointed out that when the topic was discussed in early spring the need to address space at the elementary level had not yet been identified. Mr. Franklin said this has somewhat changed the discussion because costs have increased if educational and athletic needs are both to be met. Mr. Myers said the field conditions at War Memorial Field are of concern and there was consideration that we would be unable to hold the playoff game there this Friday. Mr. Franklin said he wondered whether we need to reconsider the closure of Field 14. There was discussion about the fitness of play at that site given that the insurance risk consultant has indicated that the field can be used, but there continues to be concerns about potential injury to those using the field because of the locations of fences, seating, and the site slope. There were strong opinions against use of the field. Mrs. Mehaffie asked if there was anything that could be done so that Field 14 could be used. Mr. Meiser said if there were specific remedies requested he would seek to make those improvements. No decision occurred regarding the use of Field 14.

c. Use of Facilities

Action Item: Mr. Fager said there are facility use requests on the listing attached to the agenda. The School Board expressed support to move the facility use to the November 20 consent agenda for approval.

d. Door Replacement

Immediate Action Item: Dr. Gomboc-Turyan moved and Mrs. Scott seconded a motion to contract with A. G. Mauro Company to replace door #8 at Fink Elementary School at a cost of \$3,695 for the door and \$2,000 for installation using Costars pricing and Capital Reserve funds. The vote to approve the motion was 7 to 0.

e. Supplemental Snow Removal Services

Action Item: Mr. Fager said a proposal has been obtained from York Excavating Company, LLC to provide supplemental snow services for the 2018-2019 winter season. The School Board expressed support to move the proposal to the November 20 consent agenda for approval.

13. Finance

a. Repository Bids

Action Item: Mr. Lupp said the District has been asked to accept or reject repository bids for the following parcels. Mr. Lupp pointed out some errors on the repository bids. Mr. Franklin said he would contact Dauphin County to see how those errors impact the bids. The School Board expressed support to move the repository bids to the November 20 consent agenda, pending the outcome of Mr. Franklin's conversation with Dauphin County.

1. Parcel 36-004-057-029-0084 (29 Michael Drive) - bid of \$500 by Jimmy Leger
2. Parcel 41-016-064-000-0000 (243 Ann Street) - bid of \$500 by Jason Shelbaker

b. Budget Transfers

Information Item: Mr. Franklin said the School Board approved the need for budget transfers for the fiscal year ended June 30, 2018 in June 2018 with the understanding that the actual details of those transfers be presented as an information item after the audit has been conducted. ***(See Attachments)***

c. Fund Balance Commitments

Immediate Action Item: Mr. Lupp moved and Mrs. Scott seconded a motion to commit fund balance as of June 30, 2018 for the reasons listed for projected future costs as authorized by School Board action on June 19, 2018 in accordance with Governmental Accounting Standards Board No. 54. The vote to approve the motion was 7 to 0.

1. Retirement Rate Stabilization - \$5,740,278.00
2. Special Education Cost Stabilization - \$87,154.00
3. Health Insurance Cost Stabilization - \$1,659,712.00
4. Health Insurance Terminal Liability - \$228,477.51
5. Technology Equipment Replacement - \$208,312.00
6. Other Post- Employment Benefits - \$0
7. Debt Service Stabilization - \$1,347,392.51

14. Executive Session

Mrs. Mehaffie said the School Board would recess into Executive Session upon adjournment to discuss labor negotiations, legal matters and the purchase of real estate.

15. 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 8:01 p.m.

ATTEST:

David A. Franklin, Board Secretary