

# BOARD OF SCHOOL DIRECTORS

JUNE 10, 2019

## APPROVED MINUTES

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### 1. Pledge of Allegiance

Minutes

The West Perry School District Board of School Directors met on Monday, June 10, 2019 in the West Perry Middle School Library. President Charles Thiemann call the meeting to order at 7:32 PM. The meeting opened with Board members and audience members standing and reciting the Pledge of Allegiance.

### 2. Roll Call

Minutes

Mrs. Adams - Absent

Mr. Boose - Here

Mrs. Dell - Here

Mrs. Fry - Absent

Mrs. Rice - Here

Mr. Sheffer - Here

Mrs. Smiley - Absent

Mr. Thiemann - Here

Mr. Wagner - Here

Members Present: 6 Members Absent: 3 (Adams, Fry, Smiley)

Also Present: Mr. Zula, Dr. Snyder, Stevie Jo Davis, Karen Sheaffer, Lenny Jumper, Scott Kelley, Chris Rahn, Elizabeth Derr, Steven White, Stephanie States, Lucas Clouse, Col. Holman-New Bloomfield Lions Club, Ryan Anderson, Renee LeDonne, Luke Roman-PCT, Chris Young, 5 parents/teachers/students.

### 3. Approval of Minutes

Minutes

Mr. Boose moved, seconded by Mrs. Rice, to approve the minutes of the May 13, 2019 Board meeting.

All members present voted in the affirmative. Motion carried: 6 Yes 0 No

### 4. Treasurer's Report

Minutes

Mr. Thiemann read the treasurer's report in Mrs. Smiley's absence.

Mrs. Smiley received and reviewed the reports from Mrs. Davis on Monday June 3, 2019.

As of the end of May 2019:

Total revenue balance is approximately \$3.6 million

Total revenue in this period was \$3,611,106.93

Year to date revenue is approximately \$36.2 million

We have received 90.85% of our budgeted revenue, whereas by the end of May, 2018 we had received 84.51%.

Total expenditures this period are approximately \$4 million

Year to date expenditures are approximately \$35.4 million

By the end of May, we disbursed 87.16% of budgeted expenses, whereas by the end of May, 2018 we disbursed 78.87%

### 5. Board Committee Reports

Minutes

A. Capital Area Intermediate Unit: Mrs. Rice reported the CAIU met on May 23, 2019; highlight spotlight program was the Technology Services Co-Op and Internship Program; interns from Dauphin County Technical School and Cumberland-Perry Area Vocational Technical School were introduced and shared their experiences and future plan; One student has been hired as an employee for the CAIU; Hill Top Academy and Messiah College are collaborating to create teacher intern opportunities for seniors with education and special education majors; Champions for Childrens Golf fundraiser will be held July 23rd; attended the CAIU Deaf and Hard of Hearing graduation, Hill Top Academy graduation, and the Project Search graduation.

B. Cumberland-Perry Area Vocational Technical School: Mrs. Rice reported the Vo-Tech tried to meet on May 28th but did not have a quorum to hold a meeting.

C. Harrisburg Area Community College: Mrs. Dell had nothing to report.

D. Pennsylvania School Boards Association: Mrs. Dell had nothing to report this month; encouraged Board members to look at the trainings for Board members on the PSBA website.

E. Athletic Committee: Mr. Anderson reported the Athletic Committee met on May 22nd; selected candidates for induction into the Athlete Hall of Fame this fall.

F. President's Report: Mr. Thiemann reported graduation was a success and all went well; acknowledged everyone's roll in making our students a success; end of the school year; few major incidents, made improvements within the district; mark of stability for West Perry; high school project is moving into full swing; the Board is required each year to evaluate the Superintendent and Assistant Superintendent; the Board must also make public the Superintendent's and Assistant Superintendent's evaluations and if they have met or exceeded the expectations; Mr. Thiemann reported that both Mr. Zula and Dr. Snyder have met or exceeded those expectations; Mr. Thiemann also noted the Board met in executive session for personnel and security reasons prior to the start of the Board meeting.

## 6. Approval of Bills

Minutes

Mr. Sheffer moved, seconded by Mrs. Rice, to approve the regular monthly bills as presented for May 1, 2019 to May 31, 2019.

All members present voted in the affirmative. Motion carried: 6 Yes 0 No

## 7. Special Presentations

Minutes

1. Colonel Holman, New Bloomfield Lions Club and Lions Community Theatre - Presentation to West Perry Drama Club: Colonel Holman presented a \$200.00 check to the drama club in appreciation for allowing the Lions Community Theatre to use the district's facilities each year for their play. He also thanked the School Board, high school and middle school administration for the use of their buildings. The Lions Community Theatre provides quality theatre to Perry County. The funds raised are given to charities, which include the New Bloomfield swimming pool, New Bloomfield Library, and the Boy Scouts. Colonel Holman noted there have been numerous drama club students from West Perry on stage with the theatre, and West Perry teachers involved with the theatre productions.

Colonel Holman also expressed that he would like to see West Perry athletes place their hand over their hearts for the playing of the National Anthem.

## 8. Superintendent's Report

Minutes

Mr. Zula reported on the following:

1. Sadler Health MOU is on the agenda for approval tonight. Sadler Health will offer dental service PreK-12 with no cost to the district or students.

2. West Perry Graduation: Honored our graduates on June 5<sup>th</sup>

3. River Rock Graduation: Four students graduated from River Rock

4. Yellow Breeches Graduation: One student graduated from Yellow Breeches

5. Professional Development - June 10th and 11th will be professional development for teachers

6. Girls' Softball: The girls will play Honesdale tomorrow at Central Columbia. This game starts at 3:00 PM.

Thanked the Board for their evaluation and thanked the administrative team for their hard work. This allows Mr. Zula the opportunity to set up meetings with community stakeholders during the school week.

## 9. Recognition of Visitors

Minutes

1. West Perry Education Association: Mrs. Dittmer noted there was nothing to report from the association.
2. West Perry Education Support Professional Association: No one present
3. Other : None

## 10. New Business

### Minutes

Mrs. Rice moved, seconded by Mr. Boose, to approve New Business items 1-2:

#### 1. Establishing Tax Rate and Adoption of the 2019-2020 Budget

The recommendation is made to adopt the budget for the 2019-2020 school year that authorizes expenditures in the amount of \$41,863,477 and levies the following taxes:

Real Estate - 12.79 mills

Per Capita (511) - \$5.00

Per Capita (679) - \$5.00

Real Estate Transfer Tax - 1.0% Total (.50% West Perry and .50% Municipalities)

Earned Income Tax - 1.7% Total (1.2% West Perry and .50% Municipalities)

As part of the budget, the Board authorizes the use of \$691,703 from the unassigned fund balance, reducing the estimated unassigned fund balance to \$3,016,216. The Board certifies use of state budget form PDE-2028 Final General Fund Budget document.

#### 2. The West Perry Administration is requesting approval of the 2019 Homestead and Farmstead Exclusion Resolution.

A roll call vote was taken:

Mr. Boose - Yes

Mrs. Dell - Yes

Mrs. Rice - Yes

Mr. Sheffer - Yes

Mr. Thiemann - Yes

Mr. Wagner - Yes

All members present voted: Motion Carried: 6 Yes 0 No

#### 3. Mr. Wagner moved, seconded by Mr. Boose, to approve The Bank of Landisburg as the General Fund District Depository for 2019-2020.

All members present voted in the affirmative. Motion carried: 6 Yes 0 No

Mr. Boose moved, seconded by Mr. Wagner, to approve New Business items 4-6:

#### 4. The Administration is recommending approval of the following 2019-2020 salary increases:

Support Staff:

- Secretarial Staff - \$.65 per hour
- Aides/Paraprofessionals - \$.65 per hour

Professional Support Staff:

- Technology Facilitator - 2.50%
- Technology Support Technician I - 2.50%
- Technology Support Technician II - 2.50%
- Registered Nurse - 2.50%
- Food Service/Special Education Assistant - 2.50%
- Accountant - 2.50%

#### 5. The Administration is recommending approval of the following 2019-2020 medical insurance cost sharing premiums (premium amounts for individual, two-party, and family coverage will be distributed to each employee).

- Secretaries and Aides/Paraprofessionals, Medical Insurance Cost Sharing Premiums will be 6% of the premium cost
- Professional Support Staff, Medical Insurance Cost Sharing Premiums will be 12% of the premium cost

#### 6. The Administration is recommending approval of the following 2019-2020 starting and substitute salaries.

- Secretary - \$11.00 per hour
- Aides/Paraprofessionals - \$10.50 per hour

- Substitute Teacher - \$100.00 per day

All members present voted: Motion carried: 5 Yes 0 No 1 Abstain (Thiemann)

Mr. Boose moved, seconded by Mr. Sheffer, to approve New Business items 7-11:

7. The Administration is recommending approval of Barley Snyder, LLC. for legal services from July 1, 2019 through June 30, 2020. David Walker will serve as the lead education solicitor.

8. The Administration is recommending approval of the contract between the West Perry School District and Early Education Center of Perry County from July 1, 2019 to June 30, 2020, for utilization of Carroll Elementary for child care services beyond the school day for children in grades K-5.

9. The Administration is recommending approval of the contract between the West Perry School District and Messiah Lutheran Church Day Care Center from July 1, 2019 to June 30, 2020, for utilization of New Bloomfield Elementary for child care services beyond the school day for children in grades K-5.

10. The Administration is recommending approval of the contract between the Family Practice Center located in Loysville and West Perry School District for the 2019-2020 school year.

11. The Administration is recommending approval to purchase a 2018 Transit 150 Medium Roof Wagon from Fred Beans of Mechanicsburg in the amount of \$31,155.00. Funds will be taken from the 2018-2019 general fund 5-year Maintenance monies.

All members present voted in the affirmative. Motion carried: 6 Yes 0 No

Mr. Sheffer moved, seconded by Mrs. Rice, to approve New Business items 12-13:

12. The Administration is recommending approval of the quote from NuVisions Window Treatments in the amount of \$29,299.28 for window blinds at West Perry High School. Funds will be taken from the 2018-2019 general fund 5-year Maintenance monies.

13. The Administration is recommending approval of the quote from NuVisions Window Treatments in the amount of \$17,557.12 for window blinds at Carroll Elementary. Funds will be taken from the 2018-2019 general fund 5-year Maintenance monies.

All members present voted in the affirmative. Motion carried: 6 Yes 0 No

Mr. Boose moved, seconded by Mr. Sheffer, to approved New Business items 14-17:

14. The Administration is recommending approval of the Heartland School Solutions SAAS License Agreement and the purchase of Point of Sale (POS) Software in the amount of \$17,249.00.

15. The Administration is recommending approval of the Siemens quote for the installation of access control systems for office doors at West Perry High School and the District Office, in the amount of \$25,876.00.

16. The Administration is recommending approval of the contract with Appalachia Technologies, LLC for Network Services for a period beginning July 1, 2019 and ending June 30, 2020 in the amount of \$12,672.00 (fees will be paid from the Technology Budget).

17. The Administration is recommending approval of the Memorandum of Understanding (MOU) between Sadler Health Center and West Perry School District to provide school based dental services to all students Pre-K to 12th Grade. This service will be provided at no cost to the district.

All members present voted in the affirmative. Motion carried: 6 Yes 0 No

## 11. Personnel Items

### Minutes

1. Mr. Boose moved, seconded by Mr. Sheffer, to approve the evaluation of Dr. Nancy Snyder, West Perry Administrative Office, Assistant Superintendent; salary will be \$114,081.27 for the 2019-2020 school year, effective July 1, 2019.

All members present voted in the affirmative. Motion carried: 6 Yes 0 No

### a. Termination

#### Minutes

1. Mrs. Rice moved, seconded by Mr. Sheffer, to approve the termination of employee 300659, West Perry Middle School, effective May 22, 2019.

All members present voted in the affirmative. Motion carried: 6 Yes 0 No

**b. Resignations**

Minutes

Mrs. Rice moved, seconded by Mr. Boose, to approve Resignation items 1-2:

1. Employee 301590, West Perry Middle School, Language Arts Teacher, resignation effective the end of the 2018-2019 school year.
2. Employee 304522, New Bloomfield Elementary, Life Skills/Autistic Paraprofessional, 5 1/2 hours, resignation effective the end of the 2018-2019 school year.

All members present voted in the affirmative. Motion carried: 6 Yes 0 No

**c. Leave of Absence**

Minutes

Mr. Sheffer moved, seconded by Mr. Boose, to approved Leave of Absence items 1-5:

1. The Administration is recommending a paid leave of absence for employee 303690 from approximately August 22, 2019 through approximately November 27, 2019, if available. Family Medical Leave (FMLA) benefits will run concurrent with paid leave, after which time the employee will continue FMLA unpaid leave until approximately November 20, 2019, days thereafter per article 5.11 of the West Perry Education Association negotiated agreement. Employee has met all requirements for said leave.
2. The Administration is recommending a paid leave of absence for employee 004598 from approximately August 22, 2019 through approximately September 24, 2019, if available. Family Medical Leave (FMLA) benefits will run concurrently with paid leave, after which time the employee will continue FMLA unpaid leave until approximately September 27, 2019. Employee has met all requirements for said leave.
3. The Administration is recommending an unpaid leave of absence for employee 304409 for the 2019-2020 school year to be taken Tuesday, October 29, 2019 through Friday, November 1, 2019. Employee will be using two personal days in conjunction with said leave on Friday, October 25, 2019 and Monday, October 28, 2019.
4. The Administration is recommending an intermittent unpaid Family Medical Leave of Absence for employee 002350 to be taken from May 31, 2019 through the end of the 2018-2019 school year. Employee has met all requirement for said leave.
5. The following staff have taken days without pay between April 16, 2019 - May 15, 2019, no prior Board approval:

Employee	Building	Date(s)
020430	New Bloomfield	April 26, 2019 April 29, 2019 May 1, 2019
023160	West Perry High School	May 6, 2019
003865	West Perry High School	May 14, 2019

All members present voted in the affirmative. Motion carried: 6 Yes 0 No

**d. Transfer**

Minutes

Mr. Sheffer moved, seconded by Mr. Boose, to approve Transfer items 1-5:

1. Employee 017255, New Bloomfield Elementary, Life Skills/Autistic Support Teacher transfer to Blain Elementary, Life Skills/Autistic Support Teacher, effective the 2019-2020 school year due to realignment.
2. Employee 303810, New Bloomfield Elementary, Life Skills/Autistic Support Teacher transfer to Blain Elementary, Life Skills/Autistic Support Teacher, effective the 2019-2020 school year due to realignment.
3. Employee 303526, New Bloomfield Elementary, Life Skills/Autistic Paraprofessional, 5 1/2 hours, transfer to Blain Elementary, Life Skills/Autistic Paraprofessional, 5 1/2 hours, effective the 2019-2020 school year due to

realignment.

4. Employee 008172, New Bloomfield Elementary, Life Skills/Autistic Paraprofessional, 6 1/2 hours, transfer to Blain Elementary, Life Skills/Autistic Paraprofessional, 6 1/2 hours, effective the 2019-2020 school year due to realignment.

5. Employee 005880, New Bloomfield Elementary, Life Skills/Autistic Paraprofessional, 6 1/2 hours, transfer to Blain Elementary, Life Skills/Autistic Paraprofessional, 6 1/2 hours, effective the 2019-2020 school year due to realignment.

All members present voted in the affirmative. Motion carried: 6 Yes 0 No

#### **e. Employment - All Pending Receipt of Required Documentation**

Minutes

Mr. Boose moved, seconded by Mr. Wagner, to approve Employment Items 1-8:

1. Cody Kline, New Bloomfield Elementary, Custodian-Evening, effective June 11, 2019, Salary: \$10.00 per hour. Mr. Kline will be filling the vacant position of employee 016100 due to resignation, Board agenda item 11.a.3 of the May 13, 2019 agenda.

2. David Frank, West Perry High School, Custodian-Day, effective June 11, 2019, Salary: \$10.00 per hour. Mr. Frank will be filling the vacant position of employee 001315 due to transfer, Board agenda item 11.c.1 of the May 13, 2019 agenda.

3. Alberta Hartzell, West Perry School District, Custodian-District Wide, effective upon release from current position, Salary: \$10.00 per hour. Vacant custodial position is due to the termination of employee 300659, Board agenda item 11.a.1 of the June 10, 2019 agenda.

4. Day-to-Day Substitute Paraprofessional:

- Brittany Lowe

5. The following individual are being recommended as Water Safety Instructors for the Summer 2019 Learn-to-Swim Program:

- Cora Defrancesco, Instructor, 4 Years

6. The Administration is recommending the following coach for approval: (Title IX note: The filling of this previously Board-approved position does not imbalance gender equity).

- Andrew Brubaker, JV Girls' Volleyball Coach; Stipend: \$1,519.00. Mr. Brubaker will be replacing Jocelyn Greenaway due to resignation.

7. The Administration is recommending approval of the additional 2018-2019 Game Workers/Athletic Events Security Personnel:

- Emily Harne
- Ashley Miller

8. 2019-2020 Support and Co-Curricular Salaries

All members present voted in the affirmative. Motion carried: 6 Yes 0 No

#### **12. Education**

Minutes

1. Federal Programs Update: Dr. Snyder mentioned Title I, Title II, and Title IV allocations came out. Our Title I allocation was on par. Title II was expected to not to be funded, however we did receive the same amount as last year which was around \$92,000.00.

Mr. Boose moved, seconded by Mr. Sheffer, to approve Education items 2-7:

2. The Administration is recommending approval of the Additional Targeted Support and Improvement (A-TSI) Plan for West Perry Senior High School.

3. The Administration is recommending approval of the contract with Capital Region Partnership for Career Development (CRPCD) for the 2019-2020 school year.

4. The Administration is recommending approval of the Memorandum of Understanding (MOU) between United Way of the Capital Region and West Perry School District.



5. The Administration is recommending approval of the agreement with the Capital Area Intermediate Unit (CAIU) to provide back-up services through Barracuda Electronic Data Back-up from July 1, 2019 to June 30, 2022.
  6. The Administration is recommending approval of the River Rock Academy for elementary student services for the 2019-2020 school year.
  7. The Administration is recommending approval of the agreement with the Capital Area Intermediate Unit (CAIU) for Digital Content Services from July 1, 2019 to June 30, 2022.
- All members present voted in the affirmative. Motion carried: 6 Yes 0 No

### 13. Policy

#### Minutes

Mr. Boose moved, seconded by Mr. Sheffer, to approve Policy items 1-3:

1. First Reading of Policy 150 - Title I Comparability of Services
2. First Reading of Policy 302 - Employment of Superintendent/Assistant Superintendent
3. First Reading of Policy 311 - Reduction of Staff

All members present voted in the affirmative. Motion carried: 6 Yes 0 No

### 14. Fiscal

#### Minutes

Mr. Sheffer moved, seconded by Mr. Boose, to approve Fiscal Items 1-4:

1. 2018-2019 Budgetary Transfer request
2. The Administration is recommending the 2002 Chevrolet Express Passenger Van be declared surplus.
3. The Administration is recommending glass dessert dishes at Carroll Elementary be declared surplus.
4. The Administration is recommending unused books at West Perry High School be declared surplus.

All members present voted in the affirmative. Motion carried: 6 Yes 0 No

### 15. Adjournment

#### Minutes

Mr. Thiemann noted, with the passing of the 2019-2020 budget, there would not be a Board meeting on June 24, 2019.

With no further business to discuss, Mr. Boose moved, seconded by Mr. Sheffer, to adjourn the regular meeting.

All members present voted in the affirmative. Motion carried: 6 Yes 0 No

The meeting adjourned 8:23 PM.

Respectfully submitted,

Stevie Jo Davis  
Board Secretary