

# BOARD OF SCHOOL DIRECTORS

JULY 8, 2019

## APPROVED MINUTES

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### 1. Pledge of Allegiance

#### Minutes

The West Perry School District Board of School Directors met on Monday, July 8, 2019 in the West Perry Middle School Library. President Charles Thiemann called the meeting to order at 7:43PM. The meeting opened with Board members and audience members standing and reciting the Pledge of Allegiance.

### 2. Roll Call

#### Minutes

Mrs. Adams - Here

Mr. Boose - Here

Mrs. Dell - Here

Mrs. Fry - Here

Mrs. Rice - Here

Mr. Sheffer - Here

Mrs. Smiley - Absent

Mr. Thiemann - Here

Mr. Wagner - Absent

Members present: 7 Members absent: 2 (Smiley, Wagner)

Others present: Mr. Zula, Dr. Snyder, Stevie Jo Davis, Karen Sheaffer, Chris Rahn, Lenny Jumper, Renee LeDonne, Scott Kelley, 2 parents/teachers.

### 3. Approval of Minutes

#### Minutes

Mr. Boose moved, seconded by Mr. Sheffer, to approve the June 10, 2019 minutes.

All members present voted in the affirmative. Motion carried: 7 Yes 0 No

### 4. Treasurer's Report

#### Minutes

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

Mrs. Smiley received and reviewed the reports from Mrs. Davis on Monday July 1, 2019.

As of the end of June 2019:

Total revenue balance is approximately \$2.4 million

Total revenue in this period was \$1,285,608.80

Year to date revenue is approximately \$37.4 million

We have received 93.94% of our budgeted revenue, whereas by the end of June, 2018 we had received 102.32%.

Total expenditures this period is approximately \$4.1 million

Year to date expenditures are approximately \$39.6 million

By the end of June, we disbursed 96.64% of budgeted expenses, whereas by the end of June, 2018 we disbursed 96.17%.

### 5. Board Committee Reports

#### Minutes

A. Capital Area Intermediate Unit: Mrs. Rice reported the CAIU met on June 27th; Board spotlight was the introduction of Dr. Thomas Calvecchio, CAIU's new Assistant Executive Director; Dave Martin, Director of Technology Services, reported three new interns from DCTS & CPAVTS have started working with the technology team; Mrs. Rice noted she and Dr. Saia attended a memorial service for Wilbur Wolf, School Board member at Big Spring SD. Mr. Wolf was recognized and honored by several organizations including the CAIU and CPAVTS; the CAIU Board is going to try and plan a visit to the Loysville Youth Development Center in October; Invited Board members to attend the Champions for Children Golf outing on July 23rd.

B. Cumberland-Perry Area Vocational Technical School: Mrs. Rice reported the Vo-Tech met on June 24th; safety report was discussed; Comprehensive Plan to be submitted to PDE in November; budget was submitted to PDE in June; CPAVTS was asked to participate in the Harley Davidson Motorcycle challenge; CPAVTS created a bike and received enough votes to move to Milwaukee for competition in the top three.

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

D. Pennsylvania School Boards Association: Mrs. Dell reported the PA Budget has been completed; focus on technical support for students and staff; there are fewer students going to college to become teachers; this is creating an even larger shortage on substitute teachers; September 11th there is a PSBA training for new Board members; there are additional trainings on PSBA's website for Board members.

E. Athletic Committee: No report given.

F. President's Report: Mr. Thiemann apologized for starting the meeting late; the Board was meeting in executive session for personnel and legal matters; the high school project is moving along; have been conducting walkthroughs of the building; invited the Board members to join on walking through the building to see the progress.

## 6. Approval of Bills

### Minutes

Mr. Sheffer moved, seconded by Mrs. Adams, to approve the regular monthly bills from June 1, 2019 to June 30, 2019.

All members present voted in the affirmative. Motion carried: 7 Yes 0 No

## 7. Recognition of Visitors

### Minutes

1. West Perry Education Association: No one present

2. West Perry Education Support Professional Association: No one present

3. Other: Kristen Rush - Sports: Mrs. Rush asked the following concerning athletics:

- what amount is budgeted for Athletics
- concerned about the age and condition of the wrestling mats
- condition of field hockey storage shed location on the lower field in front of the middle school: Are improvements/repairs the responsibility of the team or does the district help with improvements/repairs
- Is the meal per diem \$5.00 for athletes when traveling for sports events

Mr. Thiemann noted the Athletic budget is typically around 1% or less of the full budget. The Board would need to look into the wrestling mat to see if testing is completed on the mat; He did not know the origin of the field hockey shed and what it is currently use for; there has been discussion concerning the meal and hotel expenses. Mr. Thiemann did not disagree about the philosophy of those expenses, but this would be an item that would need to be discussed by the entire Board.

Mrs. Dell noted the Board looks at these items annually and tries to keep up-to-date. The Board does rely on the Administrators to keep the Board updated on these items.

## 8. New Business

### Minutes

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

1. The Administration is recommending approval of the Health eTools (HET) Electronic Medical Record (EMR) service agreement for the 2019-2020, 2020-2021, and 2021-2022 school years in the amount of \$5,000.00.

2. The Administration is recommending approval of up to \$10,000 to purchase a visitor alert access system for the West Perry High School and District Office.

All members present voted in the affirmative. Motion carried: 7 Yes 0 No

## 9. Personnel Items

### a. Resignations

**Minutes**

Mr. Boose moved, seconded by Mrs. Fry, to approve Resignations items 1-6:

1. Employee 300837, Carroll Elementary, Emotional Support Teacher, resignation effective the end of the 2018-2019 school year.
2. Employee 009630, West Perry School District, Literacy/Intervention Coach, Elementary, resignation effective June 20, 2019.
3. Employee 009695, New Bloomfield Elementary, Registered Nurse, resignation due to retirement, effective August 15, 2019.
4. Employee 017260, New Bloomfield Elementary, Emotional Support Paraprofessional, 6 1/2 hours, resignation due to retirement, effective the end of the 2018-2019 school year.
5. Employee 001560, Blain Elementary, Learning Support Paraprofessional, resignation due to retirement, effective the end of the 2018-2019 school year.
6. Employee 016710, West Perry Administrative Office, Administrative Assistant Food Service, resignation due to retirement, effective January 3, 2020.

All members present voted in the affirmative. Motion carried: 7 Yes 0 No

**b. Leave of Absence****Minutes**

1. Mr. Boose moved, seconded by Mrs. Dell, to approve the following correction for Board Approved leave on June 10, 2019, article 11.c.2. Employee 004598 a paid leave of absence from approximately August 22, 2019 through approximately September 25, 2019, if available. Family Medical Leave (FMLA) benefits will run concurrently with paid leave, after which time the employee will continue FMLA unpaid leave from approximately September 26, 2019 to approximately November 14, 2019. Thereafter per article 5.11 of the West Perry Education Association negotiated agreement the employee will be on an unpaid leave of absence from approximately November 15, 2019 through December 6, 2019. Employee has met all requirements for said leave.

All members present voted in the affirmative. Motion carried: 7 Yes 0 No

**c. Transfer****Minutes**

1. Mr. Boose moved, seconded by Mr. Sheffer, to approve Employee 303801, West Perry Middle School, Dean of Students/Security, transfer to West Perry Middle School, Assistant Principal; salary: \$65,000, effective per PDE certification. Employee 303801 will be filling the vacant position of employee 303283 due to transfer, Board Agenda item 11.b.2 of the November 12, 2018 agenda.

All members present voted in the affirmative. Motion carried: 7 Yes 0 No

**d. Employment - All Pending Receipt of Required Documentation****Minutes**

Mr. Boose moved, seconded by Mrs. Adams, to approve Employment items 1-9:

1. The Administration is recommending employee 013095 be approved to work five additional summer days at the employee's 2018-2019 hourly rate.
2. Judean Finkenbinder, West Perry Middle School, Computer Science Teacher, effective August 22, 2019 (or upon release from current employer), Salary: \$53,772, Step 8 of the Bachelors scale. Mrs. Finkenbinder will be filling the vacant position of employee 021650 due to retirement, Board Agenda item 11.a.1 of the April 8, 2019 agenda.
3. Brittany Shull, West Perry Middle School, Language Arts Teacher, effective August 22, 2019 (or upon release from current employer), Salary: \$44,466, Step 4 of the Bachelors scale. Ms. Shull will be filling the vacant position of employee 301590 due to resignation, Board Agenda item 11.b.1 of the June 10, 2019.
4. Shana Snyder, West Perry Middle School, Social Studies Teacher, effective August 22, 2019, Salary: \$43,125.00, Step 1 of the Bachelors scale. Ms. Snyder will be filling the vacant position of employee 021650 due to retirement, Board Agenda item 11.a.1 of the April 8, 2019 agenda.
5. Amy Herd, Carroll Elementary, Special Education Paraprofessional, 5 1/2 hours, effective August 26, 2019; Salary: \$10.50 per hour. Ms. Herd will be filling the vacant position of employee 304646 due to resignation,

Board agenda item 11.a.2 of the April 8, 2019 agenda.

6. Ashley Nailor, Blain Elementary, Special Education Paraprofessional, 5 1/2 hours, effective August 26, 2019; Salary: \$10.50 per hour. Ms. Nailor will be filling the vacant position of employee 304522 due to resignation, Board agenda item 11.b.2 of the June 10, 2019 agenda.

7. Marching Band and Indoor Program Staff for the 2019-2020 school year:

- Marching Band Director - Matthew Wieseman
- Color Guard Designer/Instructor - Nicole Wood
- Percussion Instructor - Matthew Wieseman
- HS Indoor Guard Instructor - Nicole Wood

8. Bus/Van Driver:

- Linsey Jones, for Dum's Bus Service/Dennis Dum

9. 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).

- Ashley Miller, 7th Grade Field Hockey Coach; Stipend: \$1,045.15.00. Ms. Miller will be replacing Kelly Kirk due to resignation.

All members present voted in the affirmative. Motion carried: 7 Yes 0 No

## 10. Education

### Minutes

1. Federal Programs Update: Dr. Snyder reported we received notice that our student allotment for the Pre-K Counts, as part of the Governor's budget, was increased.

Mr. Boose moved, seconded by Mr. Sheffer, to approve Education items 2-3:

2. The high school Administration is recommending approval for an FFA Advisor and nine (9) FFA members to attend the Fall Leadership Conference, in Altoona, PA, on October 1, 2019.

3. The high school Administration is recommending approval for an FFA Advisor and five (5) FFA members to attend the National FFA Convention, in Indianapolis, IN, from October 29, 2019 to November 2, 2019.

All members present voted in the affirmative. Motion carried: 7 Yes 0 No

4. Mr. Sheffer moved, seconded by Mrs. Fry, to approve the agreement with The Meadows Psychiatric Center for the 2019-2020 and 2020-2021 school years.

All members present voted in the affirmative. Motion carried: 7 Yes 0 No

## 11. Policy

### Minutes

Mrs. Adams moved, seconded by Mr. Boose, to approve the Second Reading of policies 1-3:

1. Second Reading of Policy 150- Title I Comparability of Services

2. Second Reading of Policy 302 - Employment of Superintendent/Assistant Superintendent

3. Second Reading of Policy 311 - Reduction of Staff

A roll call vote was taken:

Mr. Boose - Yes

Mrs. Dell - Yes

Mrs. Fry - Yes

Mrs. Rice - Yes

Mr. Sheffer - Yes

Mr. Thiemann - Yes

Mrs. Adams - Yes

All members present voted: Motion carried: 7 Yes 0 No

Mr. Boose moved, seconded by Mr. Sheffer, to approve the First Reading of policies 4-9:

4. First Reading of Policy 006 - Meetings

5. First Reading of Policy 222 - Tobacco/Nicotine

6. First Reading of Policy 323 - Tobacco/Nicotine

7. First Reading of Policy 707 - Use of School Facilities

8. First Reading of Policy 824 - Maintaining Professional Adult/Student Boundaries

9. First Reading of Policy 904 - Public Attendance at School Events  
All members present voted in the affirmative. Motion carried: 7 Yes 0 No

## 12. Fiscal

### Minutes

Mr. Thiemann noted Fiscal items 1-2 are informational items only. There were no questions from the Board.

1. District Student Activity Funds Report as of June 30, 2019 (informational item only)
2. District Use of Facilities Report for the 2018-2019 school year (informational item only)

Mr. Sheffer moved, seconded by Mrs. Adams, to approve items 3-5:

3. The Administration is recommending approval of the J.P. Harris Exonerations for the 2018-2019 school year.
4. The Administration is recommending unused/unwanted books at West Perry High School be declared surplus.
5. The Administration is recommending unused/unwanted equipment-furniture at West Perry Middle School be declared surplus.

All members present voted in the affirmative. Motion carried: 7 Yes 0 No

## 13. Adjournment

### Minutes

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

All members present voted in the affirmative. Motion carried: 7 Yes 0 No

The meeting adjourned at 8:31 PM.

Respectfully submitted,

Stevie Jo Davis  
Board Secretary