

WHITEHALL-COPLAY SCHOOL DISTRICT
School Board Meeting Minutes
Monday, June 12, 2017 – 7:00 p.m.

1. CALL TO ORDER..... President Mr. Grim

2. PLEDGE OF ALLEGIANCE TO THE FLAG

3. ATTENDANCE (ROLL CALL)

The meeting was called to order at 7:00 p.m. by the President, Mr. Grim.
Present were: Mrs. Abruzzi, Mr. Eberhart, Mrs. Gaugler,
Mr. Leiner, Mr. Makhoul, Mr. Schafer, and Mr. Taschler.
Also present were: Dr. Hackett, Mr. Schiffert, Mr. Malay, and Attorney Sultanik.
Absent: (1) Mrs. Koren

4. NOTICE OF EXECUTIVE SESSION(S)

Monday, May 22, 2017, at 5:00 p.m. for discussion of Act 93 Compensation, Cafeteria Personnel Compensation, Non-Bargaining Support Staff Compensation and personnel matters.

Monday, June 12, 2017, at 6:00 p.m. for discussion of Act 93 and Superintendent Compensation and legal matters.

5. MINUTES OF PREVIOUS MEETINGS

A. The minutes of the May 8, 2017, School Board Meeting be approved as presented.

B. The minutes of the May 22, 2017, Education/Student Activities Committee, Operations/Transportation Committee and Finance/Personnel Committee meetings be approved as presented.

Moved: Mrs. Abruzzi; Seconded Mr. Taschler,
Vote: Yes 8, No 0, Abstention 0, Absent 1.

6. RECOGNITIONS AND PRESENTATIONS

7. CORRESPONDENCE TO THE BOARD

No formal correspondence.

8. PUBLIC PARTICIPATION

No public participation on agenda items.

9. FISCAL REPORT

A. Treasurer’s Report:

Accept the report of the Treasurer as follows: (Attachment A)

Balance as of 5/1/17	\$ 440,033.42
Receipts	\$ 1,544,352.13
Investments Matured	\$ <u>5,100,000.00</u>
Total Cash Available	\$ 7,084,385.55
Expenses	\$ 6,699,714.83
Funds Invested	\$ <u>00.00</u>
Cash Balance as of 5/31/17	\$ 384,670.72

B. Approve Bills and Salaries:

Approve the bills and salaries for the various funds. (Attachment B)

1. General Fund
2. Cafeteria Fund
3. Capital Projects Fund
4. Capital Reserve Fund

Moved: Mr. Leiner; Seconded Mr. Taschler,
Vote: Yes 8, No 0, Abstention 0, Absent 1.

10. EXECUTIVE COMMITTEE MATTERS:

A. Approve the Act 93 Compensation Plan:

Approve the attached Administrators/Supervisors compensation plan (Act 93) effective July 1, 2017, through June 30, 2021, and 2017-2018 Salary Schedule as attached. (Attachment C)

10. EXECUTIVE COMMITTEE MATTERS - continued:

B. Approve Administrative Reorganization Plan:

Approve Administrative Reorganization Plan as attached.
(Attachment D)

C. Appoint Board Secretary:

Appoint J. Michael Malay, Jr., Business Manager, as School Board Secretary per policy #005 for a four (4) year term effective July 1, 2017, through June 30, 2021.

D. Approve Non-Bargaining Support Staff Salary Schedule:

Approve salary schedule for the 2017-2018 school year effective July 1, 2017.
(Attachment E)

E. Approve Agreement between WCSD and Whitehall-Coplay Bus Drivers Association:

Approve the attached Agreement between the WCSD and the Bus Drivers Association effective July 1, 2017, through June 30, 2019.
(Attachment F)

F. Approve Addendum Number One to Agreement Dated June 13, 2016:

Approve Addendum Number One to agreement dated June 13, 2016, between Board of Directors of Whitehall-Coplay School District and Dr. Lorie Hackett.
(Attachment G)

Roll Call

Moved: Mr. Leiner; Seconded Mr. Taschler,
Vote: Yes 8, No 0, Abstention 0, Absent 1.

11. FINANCE COMMITTEE MATTERS:

A. Approve Per Capita Tax Exonerations and/or Tax Refunds:

1. Authorize refund of the attached Whitehall-Coplay School District Per Capita and/or Real Estate Taxes in the amount of and for the reasons stated. (Attachment H)

Moved: Mr. Leiner; Seconded Mrs. Abruzzi,
Vote: Yes 8, No 0, Abstention 0, Absent 1.

11. FINANCE COMMITTEE MATTERS- continued:

B. Resolution – Final Adoption of WCSD Budget 2017 – 2018:

Adopt the attached Resolution and PDE-2028 relative to the Final adoption of the Whitehall-Coplay School District 2017-2018 General Fund Budget and enactment of appropriate taxes for the fiscal year, July 1, 2017, to June 30, 2018. The Budget, in the amount of \$67,644,475, is an increase of 4.24% from the prior year. The budget, as prepared, balances revenues with projected expenditures requiring an increase of 0.4208 mills for a total real estate tax rate of 16.5927 mills. This represents an increase of approximately \$72.56 or 2.60% to the average residential property. The state tax gaming rebate will be \$167.88 to approved Homestead and Farmstead properties. The budget has been duly advertised and publicly displayed in accordance with the School Code, Act 1 of 2006 and School Laws of Pennsylvania. (Public School Code, Section 687) (Attachment I)

Roll Call

Moved: Mr. Leiner; Seconded Mr. Taschler,
Vote: Yes 6, No 2, Abstention 0, Absent 1.

C. Approve 2017-2018 Homestead and Farmstead Resolution:

Approve the 2017-2018 Homestead and Farmstead Exclusion Resolution hereby confirming the acceptance of \$1,179,019.81 in total property tax reduction funds or \$167.88 for 7,025 approved Homesteads/Farmsteads within the district as pursuant to Act 1 of 2006 (Taxpayer Relief Act). (Attachment J)

Roll Call

Moved: Mr. Leiner; Seconded Mr. Schafer,
Vote: Yes 8, No 0, Abstention 0, Absent 1.

D. Review Bonds and Set Amounts:

Authorize the purchase of bonds for the Secretary and Treasurer of the School District and set bond in the amount of \$10,000 each for the fiscal year 2017-2018.

E. Authorize Business Manager to Make Investments:

Authorize the business manager to make investments, in accordance with the school code, for the fiscal year 2017 - 2018.

11. FINANCE COMMITTEE MATTERS - continued:

F. Authorize Budget Transfers:

Authorize the business manager to make budget transfers as of June 30, 2017.

G. Designate Bank for Tax Collection:

Designate the following bank for collection of Real Estate taxes for the fiscal year 2017-2018:

1. Lafayette Ambassador Bank

H. Designate Depositories for District Funds and Investments:

Designate the following banks as depositories for the Whitehall-Coplay School District's funds and investments for the fiscal year 2017 - 2018:

1. Wells Fargo
2. Lafayette Ambassador
3. PA Local Government Investment Trust
4. BB&T

I. Payment of Remaining 2016-2017 Invoices:

Approve issuing checks dated June 30, 2017, to pay invoices remaining for the 2016-2017 school year. Payments will be included in the July 2017 Board agenda for confirmation.

J. Authorize Fund Balance Appropriations- Fiscal Year Ending June 30, 2017:

Authorize the business manager to designate any surplus fund balance remaining at the fiscal year ending June 30, 2017, and confirmed by the district's independent auditors, in excess of seven and one half percent (7.5%) of 2017-2018 budgeted expenditures, be committed for PSERS Rate Stabilization subsequent to formal board approval as pursuant to GASB 54 Accounting Guidelines.

(GASB 54, Public School Code- 24 P.S. Section 218, 688)

K. Approve Appointment of Delinquent Tax Collectors – 2017 – 2018:

Approve the following Delinquent Tax Collectors for the 2017 – 2018 fiscal year providing bonds in the amount of \$5,000:

1. Delinquent Real Estate Tax- Portnoff Law Associates, Ltd.
2. Delinquent Per Capita Tax- G.H. Harris

11. FINANCE COMMITTEE MATTERS - continued:

L. Award Bids/Quotes:

Award the bids/quotes for the following insurance policies for the 2017 – 2018 school year as noted below:

	<u>2016-2017</u>	<u>2017-2018</u>
School Package Policy including Fleet (Auto), Blanket Bond Insurance & Equipment Breakdown	196,448 8,889 (Liberty Mutual/Chubb)	208,977 8,889 (Liberty Mutual/Chubb)
Workers Compensation Experience Mod	320,124 (1,454) (Highmark)	271,538 (1,239) (BrickStreet)
Umbrella	22,983 (Liberty Mutual)	25,976 (Liberty Mutual)
School Board Legal (E&O)	26,313 (Liberty Mutual)	26,313 (Liberty Mutual)
Cyber Liability	12,076 (ACE-Westchester)	12,076 (ACE-Westchester)
TOTAL	586,833	553,769

M. Award Bids/Quotes - Insurance:

Award the Student and Athletic Accident Insurance for the 2017– 2018 school year.

	<u>2016-2017</u>	<u>2017- 2018</u>
United States Fire Insurance Company (AG Administrators) through Macolino Risk Management, Inc.	\$47,500.00	\$53,200.00
Student Accident (Optional) (Premium Paid by Parents)		
School Time K-12	\$28.00	\$28.00
24 Hours K – 12	\$124.00	\$124.00

11. FINANCE COMMITTEE MATTERS - continued:

N. Approve Cafeteria Lunch Prices for the 2017-2018 School Year:

Approve the following prices for milk and lunch for the 2017- 2018 school year.

	<u>2016-2017</u>	<u>2017-2018</u>
High School	\$2.80	\$2.90
Middle School	\$2.75	\$2.85
Elementary	\$2.60	\$2.70
Premium Line	\$3.10	\$3.15
Reduced Lunch	\$0.40	\$0.40
Breakfast	\$1.60	\$1.60
Reduced Breakfast	\$0.30	\$0.30
A la carte Milk	\$0.60	\$0.60
Adult	A la carte	A la carte

Roll Call

Moved: Mr. Leiner; Seconded Mr. Taschler,
Vote: Yes 8, No 0, Abstention 0, Absent 1.

12. EDUCATION/STUDENT ACTIVITIES COMMITTEE MATTERS

A. Approve School Dentist:

Appoint the following upon the recommendation of the Administration:

Dr. S. John Salivonchik as school dentist for the 2017- 2018 school year
at a rate of \$6.00 per exam. (Rates for 2016-2017- \$6.00)

B. Approve Adoption of Textbook:

Approve the adoption of the following Middle School novel:

Strasser, Todd. The Wave, Dell Laurel-Leaf, 1981
(Component of new literature series)

C. Approve Field Trip Request:

Jason Grear, teacher at the High School, requests permission for Senior English
Classes to travel to the PA Renaissance Faire in Manheim, PA, on October 4, 2017.
Cost to district: five (5) substitute teachers.

12. EDUCATION/STUDENT ACTIVITIES COMMITTEE MATTERS – continued

D. Policy Revisions- Second Reading:

The following policies have been submitted as a second reading by the Educational/Student Activities Committee: (Attachment K)

Section: Pupils
Title: School Wellness
Number: 246

Section: Pupils
Title: Hazing
Number: 247

Section: Pupils
Title: Homeless Students
Number: 251

Section: Pupils
Title: Educational Stability for Children in Foster Care
Number: 255

Section: Finances
Title: Student Activity Funds
Number: 618

Section: Operations
Title: Food Services
Number: 808

Section: Operations
Title: Transportation - Video/Audio Recording
Number: 810.2

Roll Call

Moved: Mrs. Gaugler; Seconded Mrs. Abruzzi,
Vote: Yes 8, No 0, Abstention 0, Absent 1.

13. OPERATIONS/TRANSPORTATION COMMITTEE MATTERS

A. Approve CLIU Driver Education Contract Agreement:

Approve the Agreement between Carbon Lehigh Intermediate Unit #21 and the Whitehall-Coplay School District to provide a student-fee based Driver Education Program as outlined in the attachment effective July 1, 2017, to June 30, 2018. (Attachment L)

13. OPERATIONS/TRANSPORTATION COMMITTEE MATTERS – continued

B. Award Bid:

Award bid for the following bidder meeting the specifications and/or alternate as recommended by the business manager. (Attachment M)

Remove, replace, and install carpet at the Zephyr Elementary School library and main office areas.

R & J Carpet Connection	\$19,800.00
Whitehall, PA	(General Fund)

C. High School Roof Replacement Change Order:

Approve change order G-1 for the Whitehall High School Roof Replacement – Phase 1 project in the amount of \$52,325.00. (Attachment N)

D. Approve Radio/Maintenance Service Agreement with Industrial Communications Company:

Approve a Radio/Maintenance Service Agreement with Industrial Communications Company, Easton PA for a one year period July 1, 2017 through June 30, 2018 as per the terms and conditions of the attached agreement. (Attachment O)

E. Approve the Memorandum of Understanding between WCSD and Whitehall Township Bureau of Police:

Approve the Memorandum of Understanding by and between the Whitehall Township police and the Whitehall-Coplay School District effective July 1, 2017 through June 30, 2019. (Attachment P)

Roll Call

Moved: Mr. Schafer; Seconded Mr. Leiner,

Vote: Yes 8, No 0, Abstention 0, Absent 1.

14. ADMINISTRATIVE MATTERS:

A. Approve Resignation/Retirement:

Approve the following Resignation/Retirement:

Madoka Mason, paraprofessional at Zephyr Elementary, effective at the close of business on June 13, 2017. (Resignation)

Maria Galassi, paraprofessional at Whitehall High School, effective at the close of business on June 13, 2017. (Resignation)

Jason Fox, Outdoors Club advisor at Whitehall High School, effective at the end of the 2016-2017 school year. (Resignation)

B. Approve FMLA Leave:

Approve a Family Medical Leave to the following:

Employee #006220, effective May 23, 2017 and not to exceed 12 weeks.

C. Approve Appointments:

Approve the following appointments, upon the recommendation of the Administration, pending receipt of all credentials and clearances:

<u>Name</u>	<u>Assignment</u>	<u>Proposed Rate</u>	<u>Effective Date</u>
PROFESSIONALS			
Kelly Chunko	Gockley Elementary Kindergarten	\$56,815 M, step 7	2017-2018 School Year
(Replacing Laurie MacDonald - retirement)			
Mary Scheel	High School Life Skills	\$58,131 M+15, step 7	2017-2018 School Year
(Replacing Margaret Philapavage - retirement)			

14. ADMINISTRATIVE MATTERS - continued:

C. Approve Appointments - continued:

<u>Name</u>	<u>Assignment</u>	<u>Proposed Rate</u>	<u>Effective Date</u>
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TEMPORARY PROFESSIONALS

Kaitlin Sauerzopf	Gockley Elementary 1 st Grade	\$51,309 M, step 2	2017-2018 School Year
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(Replacing Deborah Pagnano- retirement)

Charles Matz	Zephyr Elementary Art	\$47,025 B step 1	2017-2018 School Year
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(Replacing Maureen Burger - retirement)

SALARIED SUBSTITUTE

Victoria Bobyak	Gockley Elementary 1 st Grade	\$47,025 B step 1	2017-2018 School Year
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(Replacing employee # 020315 - Concurrent Childrearing Leave)

LONG TERM SUBSTITUTE (45-89 DAYS)

Laura Rabenold	Music High School	\$150	3/17/2017
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(Replacing employee # 000108 - resigned)

SUPPORT STAFF

Lea Unger	District Office Secretary to the Superintendent *Benefits as per Whitehall-Coplay Educational Support Personnel Association	\$40,658 35hrs/weekly	7/1/2017
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(Replacing emp. # 004455 – Uncompensated Leave)

14. ADMINISTRATIVE MATTERS - continued:

C. Approve Appointments - continued:

COACH 2017-18 SEASON

Appoint the following coach for the 2017-2018 season pending receipt of all credentials and clearances.

Coach

1. Gardner, Sarah Head Coach, Cheerleading \$4,500.00

D. Approve District Summer School Teachers:

Approve the following teachers for the district summer school program at the hourly contract rate of \$36.00. (Funded through student tuition)
June 26 through July 28, 2017 - Compensation not to exceed 120 hours.

Middle School

Teacher

Sharon Gumhold
Rhiannon Sorrentino
Samantha Neas
Stephen Piston
Joseph Holmes

Class

Mathematics
English/Language Arts
Science
Elementary Math/Language Arts
Elementary Math/Language Arts

High School

Teacher

Alicia Blick

Class

Special Education

E. Approve Substitute Personnel:

Approve the attached list of substitute personnel for the 2016-2017 school year.
(Attachment Q)

14. ADMINISTRATIVE MATTERS - continued:

F. Approve District Summer Enrichment Program Teachers:

Approve the following teachers for the Middle School Summer Bridge Program, a Math enrichment course, at the hourly contract rate of \$36.00. (Funded through student tuition and Ready to Learn Grant) June 22 through July 14, 2017. Compensation not to exceed 37.5 hours.

Erin Scheid
Kevin Gavalla – Substitute

Approve the following teachers for the district’s summer STEAM Camp, Creation Station, at the hourly contract rate of \$36.00. (Funded through student tuition) July 10 through July 13, 2017. Compensation not to exceed 16 hours.

Deborah Luff
Anthony Pangio
David Stauffer

G. Approve Department/Faculty Leaders for the 2017 – 2018 School Year:

Approve the following list of department leaders for the 2017 – 2018 school year at a compensation of \$1,729.00.

High School

<u>Department</u>	<u>Department Leader</u>
Art/ Music	Daniel Smale
Business/Ind. Tech.	Barry Hessinger
Counseling	Richard LaDuke
English	Michelle Abbadessa
Foreign Language	Jean Marsteller
Health & PE/F&CS	Carolyn Radon
Math	Kristine Eichelberger
Science	Jamison Barnhart
Social Studies	Robert Panny
Special Education	Diane Heintzelman

14. ADMINISTRATIVE MATTERS - continued:

H. Approve Department/Faculty Leaders for the 2017 – 2018 School Year:

Middle School

Approve the following list of faculty leaders for the 2017 – 2018 school year at a compensation of \$1,000.00.

<u>Department</u>	<u>Faculty Leader</u>
6th Grade	Stephanie Simock
Counseling	Lori Galucy
English	Brian O'Donnell
Mathematics	Debby Zosky
Science	Samantha Neas
Special Education	Clare Persing
Special Subjects	Laura Counterman
Social Studies	Stephen Piston

Roll Call

Moved: Mrs. Abruzzi; Seconded Mr. Leiner,
Vote: Yes 8, No 0, Abstention 0, Absent 1.

I. Approve Residency of Institutional Children:

Acknowledge residency of the following and their legal guardians as residents of the Whitehall-Coplay School District while receiving education at the stated institutions as per the attached confidential list. (Attachment R)

J. Approve Tutorial Agreements with National Hospital for Kids in Crisis:

Approve the Tutorial Agreements between Whitehall-Coplay School District and the National Hospital for Kids in Crisis for the provision of education services for resident pupils. (Attachment S)

K. Approve Affidavits:

Approve the attached affidavits in order that the students may attend the Whitehall-Coplay School District during the 2016 – 2017 school year.
(Attachment T)

Moved: Mr. Taschler; Seconded Mr. Schafer,
Vote: Yes 8, No 0, Abstention 0, Absent 1.

15. SUPERINTENDENT’S REPORT

A. Principal’s Reports/New Staff Introductions

B. PTO Plus Report

1. Toni Fillman stated that The Press will put pictures in the paper of events that they were not able to cover if she submits them. She thanked the School Board, Principals, and Teachers for a great school year.
2. Mr. Noack recognized Mrs. Fillman for all of her support to the students and faculty of the school district.
3. Dr. Hackett expressed her gratitude for a great first year in her role as Superintendent of Schools. She states, “We have gotten a lot accomplished and I’m looking forward to continuing the projects we have started.”
4. Mr. Grim commented that the spring musical was great and was pleased with the Freddy nominations. He also mentioned that graduation went well and thanked those involved.

16. UPCOMING MEETING DATES

Tuesday	June 27	Committee Meetings Finance/Personnel Education/Student Activities Operations/Transportation	4:00 p.m.
Monday	July 10	School Board Meeting	7:00 p.m.
Monday	August 14	School Board Meeting	7:00 p.m.
Monday	August 28	Committee Meetings Operations/Transportation Finance/Personnel Education/Student Activities	4:00 p.m.

17. OTHER MATTERS/INFORMATION

A. Grant Tenure:

High School

1. Stephanie Edwards

B. Mrs. Abruzzi thanked all of the staff and teachers on behalf of her grandchildren.

18. ADJOURNMENT

A motion by Mr. Leiner, seconded by Mrs. Abruzzi, to adjourn. The meeting adjourned at 7:50 p.m.

Respectfully Submitted,

Mr. J. Michael Malay, Jr.
Board Secretary