I. CALL TO ORDER

The regular School Board Meeting of the Mifflin County School District was held Thursday evening, April 23, 2015, at 6:30 P.M. at the Administration Building, 201 Eighth Street, Highland Park, Lewistown, Pennsylvania. The following members were present at roll call:

II. BOARD MEMBERS

DR. RUTH D. ARMSTRONG
ROBERT W. HAMMOND
JOHN E. KNEPP
BETH M. LAUGHLIN
NEIL B. RUSSLER

KRISTEN L. SHARP
MARY LOU M. SIGLER
RICHARD A. SMELTZ
ANNEMARIE SWINEFORD

Also present were Mr. James A. Estep, Superintendent; Mr. Vance S. Varner, Director of Secondary Education; Mr. Steven J. Schaaf, Director of Elementary Education; Mr. Sean A. Daubert, Chief Financial Officer; Mrs. Angela L. Wise, Board Secretary; Ms. Tracey M. Quigley-Jones, Director of Special Education; Ms. Clare Flynn, Mr. Orris Knepp III, Knepp & Snook; Mrs. Dianne Shearer, Mr. Joseph Gagliardo, Director of Buildings & Grounds; Mrs. Deanna Monroe, Mrs. Kimbra Bossinger, Mrs. Michelle Knepp, Miss Lori Mowery, Ms. Mandy Maxwell, Mrs. Billie Goss, Mr. Kevin Loft, Ms. Shannon Brower, Mr. Rob Strickler, Mr. Jeff Harris, Mr. Sean Fisher, Ms. Christine West, Miss Sara O’Neal, Mr. Kenneth Houser and Mr. Joe Cannon, The Sentinel.

III. COMMUNICATIONS

A. School Board Secretary

Mrs. Wise reminded Board Members and administration that statements of financial interest are due this evening.

B. School Board Members

School Board Members had nothing at this time.

C. School District Administration

Mr. Estep said the district will be expanding the number of librarians at the elementary level. Mr. Estep asked Mr. Orris Knepp if the names needed to be approved. Mr. Knepp
replied that the names do not need to be approved if it is just a transfer. Mr. Estep reported that he and Mr. Daubert will attend the statewide budget forum on April 28, 2015. Mr. Estep commented that he spoke with the Kiwanis Club on Tuesday evening. There was good discussion and they are looking into reestablishing a builders club. Mr. Estep thanked the Kiwanis Club for having him.

Mr. Varner reviewed the 2015 TSA results. Four students at MCHS and two students at MCJHS qualified for nationals. Mr. Varner said there is an artist in residence at MCHS. He is a professional cartoonist. Mr. Varner announced a save the date for May 14, 2015, for the MCHS Art Show from 5:30 P.M. – 7:30 P.M. Mr. Varner reported that interviews for the boys basketball coaching position will be soon. The goal is to have a recommendation no later than May 21, 2015. If a Board Member wants to be on the committee they should let Mr. Varner know. Mr. Varner said they will be screening for the middle school guidance counselor position as well.

Mr. Schaaf reported that currently there are 306 students registered for kindergarten next year. Registration seems to be low.

Ms. Quigley-Jones presented the Life Centered Education (LCE) curriculum matrix. Ms. Quigley-Jones said she worked on the curriculum with Ms. Denise Lane and that it will be rolled out to high school students. It is a full year course with a binder and examples that students will be able to use as a resource. There would be one online course entitled “Study Skills.” The cost to get the curriculum and provide instruction for the students would be approximately $2000. The budget already has $1800.

D. Public Comment Period

Mrs. Dianne Shearer addressed the Board about elementary schools. She claimed morale is low in all elementary schools mainly due to state mandates. The teachers are taking work home and do not have enough planning time. They are afraid of making a mistake. Mrs. Shearer said she feels LES needs an assistant principal and MCJHS needs a dean of students. Mrs. Shearer also addressed the pay to play fee. Mrs. Shearer said it’s a killer but the athletes still fundraise. Some parents also pay to get into certain athletic events while others never pay. Mrs. Shearer suggested giving parents a free ticket to get in.

Mrs. Kimbra Bossinger read a letter on behalf of the literacy coaches at the elementary level. The literacy coaches would like to have a professional discussion with the elementary administration staff to discuss their jobs.

Mr. Sean Fisher pointed out that the key point of what Mrs. Bossinger read was student achievement. Mr. Fisher said he has a child in the program and that he has seen dramatic improvement from his child with real data.

Ms. Sigler commented that there is a difference between literacy coaching and tutoring. Ms. Sigler asked Mr. Fisher if the literacy coach helped the teacher better help his child.

Mrs. Billie Goss said the program presented by Ms. Quigley-Jones is wonderful. Mrs. Goss commented that this is the best special education transitional plan she has ever seen.

Ms. Christine West also noted that the transitional plan is wonderful. Ms. West thanked Ms. Quigley-Jones for her dedication to the students and families.

Mr. Smeltz made a motion, seconded by Dr. Armstrong to approve item E below. The
motion passed by a 9-0 roll call vote.

E. As the President of this Board conducts this meeting, it will not be necessary to announce each Director’s name for each vote. If, however, a Director or Directors wish to vote NO, that Director shall so state. The President of this Board shall call for the vote on a motion and if a Director does not vocally record a NO vote, that Director’s vote shall be considered a YES vote. The President of this Board shall utilize roll call voting as required by law or at his or her discretion. The chair will entertain a motion to conduct this meeting according to these guidelines.

IV. RECOMMEND APPROVAL OF MINUTES OF SCHOOL BOARD COMMITTEE MEETINGS, SPECIAL AND REGULAR SCHOOL BOARD MEETINGS HELD, AND LISTING OF EXECUTIVE SESSIONS CONDUCTED

Dr. Armstrong made a motion, seconded by Mr. Hammond to approve items a, b and c below. The motion passed by a roll call vote – no objections, unanimous vote.

A. Committee-of-the-Whole Meeting
   • March 19, 2015, at 7:30 p.m.

B. Special Budget Meeting
   • March 26, 2015, at 5:00 p.m.

C. Regular School Board Meeting
   • March 26, 2015, at 6:30 p.m.

D. Executive Sessions Conducted
   • March 19, 2015 from 6:45 PM – 7:40 PM – Student-related, Negotiations, and Personnel Items
   • March 19, 2015 at 8:45 PM – Personnel Items
   • March 26, 2015 from 6:00 PM – 6:30 PM – Personnel and Student-related Items
   • March 26, 2015 from 8:08 PM – 9:15 PM – Personnel and Legal Items

An executive session was held from 7:14 P.M. – 7:40 P.M. to discuss personnel items.

V. SUPERINTENDENT’S REPORT

Mr. Estep commented that data has shown that since 2009 there has been either regression or stagnant levels in literacy in the district. Mr. Estep said the district needs to find a new model to improve achievement.

A. CURRICULUM
Mr. Hammond made a motion, seconded by Mr. Knepp to approve item 1 below. The motion passed by a 7-2 roll call vote. Mr. Russler and Mrs. Sharp cast the dissenting votes.

1. Recommend elimination of elementary literacy coaching model and the addition of an alternative professional development model to be determined by administration and recommended to the Board of Directors for approval at a later date. Note: Pre-k coaching responsibilities shall be reassigned to a Title I position.

B. CUSTODIAL-MAINTENANCE

Mr. Rob Strickler and Mr. Jeff Harris were present to field questions by the Board on the retro-commissioning at LES.

Mr. Hammond said he does not understand the shoulder months.

Mr. Harris explained that in the winter months the system is working the hardest and valves are open to allow maximum flow. During the shoulder months, different parts of the building are doing different things and valves and dampers are moving a lot. The constant moving gets the system out of calibration.

Mrs. Laughlin asked about the pneumatic system and why it is not used anymore. Mr. Harris commented that it is a vanishing type of control system. Once the system is balanced and maintained it should be fine.

Mrs. Laughlin asked about training some of the maintenance employees on the pneumatic system.

Mr. Gagliardo stated that he does not think the pneumatic systems are that bad. There was a poor job of servicing long term.

Mrs. Laughlin asked about the return fan that is needed. Would it lessen the burden on the system if the return fan was installed?

Mr. Gagliardo said the system did not originally call for a return fan.

Mr. Russler said that if the same company is doing work at MCJHS should the Board ask them to do an audit of their work.

Mr. Gagliardo replied that he feels it is his job to make sure work is done before they leave the job site.

Mr. Gagliardo commented that he does not feel that Board needs to enter into an agreement with Reynolds to do the balancing. The cost with Reynolds is $54,000 and the cost without Reynolds is $40,000. Mr. Gagliardo said he would like to move on the project during the shoulder months.


Mr. Orris Knepp stated that Mr. Capouillez would like to come and discuss the agreement at the May voting meeting.

2. Strodes Mills Middle School Lease Agreement

Mr. Knepp made a motion, seconded by Mr. Russler to approve items 1, 2, 3, 4, 5, 6 and 7 below. The motion passed by a roll call vote – no objections, unanimous vote.

3. Recommend that ATOM S. HASSON be added as a substitute custodian effective April 13, 2015.

4. Recommend that ROBERT HENRY be added as a substitute custodian effective April 27,
5. Recommend that the resignation of TRACY BASTRESS, Part-time Custodian at EDES, be accepted effective May 8, 2015, due to other employment.

6. Recommend that TRACY BASTRESS be added as a substitute custodian effective May 8, 2015.

7. Recommend approval of the following proposed Change Orders for the MCJHS Project:

   **Lobar – General Construction Contract**
   - **GC-COR 034** – remove and install a new concrete slab with frost walls at Gym Lobby and at Stair S1 at a cost of $11,117.90.
   - **GC-COR 033** – delete the removal and replacement of the existing wood floor in Room 134, supply and install Entrance Mat with frame by Pawling at a credit of $388.59.

   Mr. Knepp made a motion, seconded by Mrs. Laughlin to approve item 8 below. The motion passed by a 9-0 roll call vote.

8. Recommend approval to authorize Mr. Joseph Gagliardo to develop professional services with Peno Balancing Inc., not to exceed $40,000, to complete work at LES.

C. **FINANCE**

1. **CHIEF FINANCIAL OFFICER’S REPORT**

   Dr. Armstrong made a motion, seconded by Mr. Hammond to approve items a, b and c below. The motion passed by a roll call vote – no objections, unanimous vote.

   a. **Review of Treasurer Reports for month ended March, 2015**

<table>
<thead>
<tr>
<th>Report</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Kish Bank</td>
<td>912,533.18</td>
</tr>
<tr>
<td>(2) PSDLAF / PSDMAX</td>
<td>8,702,481.74</td>
</tr>
<tr>
<td>(3) Temporary Investment Report and Summary</td>
<td></td>
</tr>
<tr>
<td>(4) Capital Projects Fund (PLGIT)</td>
<td>3,681,846.80</td>
</tr>
<tr>
<td>(5) General Obligation Bond 2014 Series (PLGIT)</td>
<td>4,126,171.52</td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>Report</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Revenue and Expense Summary</td>
<td></td>
</tr>
<tr>
<td>(2) Revenue Accounts</td>
<td></td>
</tr>
<tr>
<td>(3) Expense Accounts</td>
<td></td>
</tr>
</tbody>
</table>

   c. **Review of Listing of bills for payment**

   Checks 59094 - 59259 in the amount of $6,241,074.18

2. **TAX INFORMATION**
Mr. Knepp made a motion, seconded by Mrs. Laughlin to approve items a, b, c, d, e and f below. The motion passed by a roll call vote – no objections, unanimous vote.

a. Real Estate and Per Capita Tax Collector Reports
b. Exonerate Nancy Laub, Tax Claim Director, from collecting the delinquent 2014 School Real Estate Tax Bill for parcel number 17A,00-642.
c. Consider Sale of Property Map Number 17,19-0120-000 from the Repository of Unsold Properties in the amount of $350.00.
d. Consider Sale of Property Map Number 17,19-0121-000 from the Repository of Unsold Properties in the amount of $350.00.
e. Consider Sale of Property Map Number 08,19-0200-061 from the Repository of Unsold Properties in the amount of $100.00.
f. Consider Sale of Property Map Number 05,04-0521,000 from the Repository of Unsold Properties in the amount of $350.00.

3. OTHER FINANCIAL BUSINESS

Mr. Knepp made a motion, seconded by Mrs. Swineford to approve items a and b below. The motion passed by a roll call vote – no objections, unanimous vote.

a. Consider 2014-2015 Budget Transfers in the amount of $1,082,673.00.
b. Consider approval of 2015-2016 Employee Pay Schedule.

D. CAFETERIA

Mr. Hammond made a motion, seconded by Dr. Armstrong to approve items 1 and 2 below. The motion passed by a roll call vote – no objections, unanimous vote.


<table>
<thead>
<tr>
<th></th>
<th>Year-To-Date</th>
<th>March 15</th>
<th>Budget</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expense</td>
<td>2,073,589.49</td>
<td>270,106.32</td>
<td>2,875,625</td>
<td>72.10</td>
</tr>
<tr>
<td>Revenue</td>
<td>2,080,709.75</td>
<td>301,765.25</td>
<td>2,875,625</td>
<td>72.35</td>
</tr>
<tr>
<td>Profit/(Loss)</td>
<td>7,120.26</td>
<td>31,658.93</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


Checks 5182 - 5204 in the amount of $214,262.20

Mr. Knepp made a motion, seconded by Mr. Hammond to approve items 3, 4 and 5 below. The motion passed by a roll call vote – no objections, unanimous vote.
3. Recommend that **SHERIDAN M. BRIAR** be hired for the 5.5-hour Person In Charge position at LIS, effective the day before the first day of next school year.

4. Recommend that **RICHELLE N. WALLICK** be removed from the Cafeteria Substitute List effective March 27, 2015.

5. Recommend that the resignation of **PAMELA E. MATTERN**, Head Cook at IVES, be accepted due to retirement effective the last day of the 2014-2015 school year.

E. **TRANSPORTATION**

F. **STUDENT-RELATED**

G. **PERSONNEL**

   Mr. Smeltz made a motion, seconded by Mr. Hammond to approve item 1 below. The motion passed by a roll call vote – no objections, unanimous vote.

1. Recommend that **NATISHA E. MACLAY** be hired as the Athletic Director effective July 1, 2015, at a salary of $68,000.

   Mr. Hammond made a motion, seconded by Mr. Russler to approve items 2, 3, 4, 5, 6, 7 and 8 below. The motion passed by a roll call vote – no objections, unanimous vote.

2. Recommend that the resignation of **JANE LOONEY**, School Nurse at MCMS, be accepted effective June 3, 2015, due to retirement.

3. Recommend that the resignation of **RHONDA WILLIAMS**, Paraprofessional, be accepted effective March 27, 2015.

4. Recommend that **HEIDI L. FOUGHT** be hired as a full-time Classroom Child Care Aide at MCMS effective April 2, 2015.

5. Recommend that **OLLIE L. CONDON** be hired as a full-time Educational Interpreter at MCMS effective April 21, 2015.

6. Recommend that the effective date for the retirement of **KAREN M. MCCURDY** be changed to July 24, 2015.

7. Recommend that the resignation of **CATHY L. CRAMER**, Classroom Child Care Aide, be accepted due to retirement effective upon the completion of the 2014-2015 school year due to retirement.
8. Recommend that the resignation of **Kelsey Price**, First Grade Teacher at IVES, be accepted effective at the end of the 2014-2015 school year.

   Mr. Knepp made a motion, seconded by Mr. Smeltz to approve item 9 below. The motion passed by a roll call vote – no objections, unanimous vote.

9. Recommend that the request from Teacher A (SY 14-15) for 6.5 days from the teacher sick leave bank be denied.

   Dr. Armstrong made a motion, seconded by Mr. Knepp to approve items 10, 11 and 12 below. The motion passed by a roll call vote – no objections, unanimous vote.

10. Recommend that **Brandy S. Chesney** be removed for the Substitute Paraeducator List effective April 23, 2015.

11. Recommend that the following be added to the Substitute Teacher List:
   - **Christina L. Willard**  Elementary/Early Childhood
   - **Wayne D. Bond**  Emergency

12. Recommend that the following be removed from the Substitute Teacher List:
   - **Christin R. Lynch**  Emergency

H. **Athletics and Activities**

   Mr. Smeltz made a motion, seconded by Mr. Knepp to approve item 1 below. The motion passed by a roll call vote – no objections, unanimous vote.

1. Recommend that **Taylor Hynson** be approved as a volunteer coach for the 2014-2015 Spring Track season.

   Mr. Smeltz made a motion, seconded by Mr. Knepp to approve item 2 below. The motion passed by a roll call vote – no objections, unanimous vote.

2. Recommend that **Brent J. Hartman** be hired as the Head Football Coach for the 2015-2016 school year, pending receipt of Act 168 clearance.

   Mrs. Swineford made a motion, seconded by Mrs. Sharp to approve items 3 and 4 below. The motion passed by a roll call vote – no objections, unanimous vote.

3. Recommend that the resignation of **Kevin Morningstar**, Volunteer Softball Coach, be accepted due to time commitment issues.

4. Recommend approval to hire the following Coaches for the 2015-2016 school year:
Mr. Hammond made a motion, seconded by Mr. Knepp to approve item 5 below. The motion passed by a roll call vote – no objections, unanimous vote.

5. Consideration of Mifflin County Girls Basketball Team trip to KSA Holiday Basketball Tournament on 12/27/16 – 1/1/17 in Walt Disney World, Orlando, Florida. All costs for the trip will be paid for by the group. There will be no cost to the district.

VI. OTHER BUSINESS

Mr. Knepp made a motion, seconded by Mrs. Laughlin to approve item A below. The motion passed by a roll call vote – no objections, unanimous vote.

A. Recommend approval of the following plans for MCHS 2015 Graduation –

Pending no more cancellations, MCHS 2015 Graduation is scheduled as follows:

- Tuesday, June 2, 2015 at 6:00 PM at Mitchell Field

- If it would rain on Tuesday, June 2, then graduation would be on Wednesday, June 3, 2015 at 6:00 PM at Mitchell Field.
If it would rain on Wednesday, June 3, then graduation would be moved indoors to the MCHS Gymnasium at 6:00 PM. Parents would be notified via Skylert.

Mr. Schaaf commented that a local preschool is looking at spaces. There is space available at LES.

VII. PUBLIC COMMENT PERIOD

Mrs. Dianne Shearer asked what the next variable will be at the elementary level for why test scores are down.
Mr. Estep replied that he believes the situation was made into more than what it was.
Ms. Sigler commented that no one blamed teachers for low test scores. The plan is to move towards integrating curriculum.
Mrs. Michelle Knepp said that she is aware that morale is low. The wellness team would like to bring in a motivational speaker at the beginning of next school year.

VIII. ADJOURNMENT

With no further business before the Board, the meeting adjourned at 9:25 P.M. An executive session was held to discuss personnel and legal items.

Angela L. Wise, Board Secretary