

6:30 p.m.

MIFFLIN COUNTY SCHOOL DISTRICT
ADMINISTRATION BUILDING
201 EIGHTH STREET, HIGHLAND PARK
LEWISTOWN, PA 17044-1197

Mission Statement: *Educate each student to meet life’s challenges.*

I. CALL TO ORDER

The Committee of the Whole Meeting of the Mifflin County School District was held Thursday evening, June 20, 2019, at 6:36 P.M. at the Administration Building, 201 Eighth Street, Highland Park, Lewistown, Pennsylvania. The following members were present at roll call:

II. BOARD MEMBERS

ROBERT W. HAMMOND
JOHN E. KNEPP
BETH M. LAUGHLIN via phone

JULIE B. MAIDENS
KRISTEN L. SHARP
MARY LOU M. SIGLER

ABSENT- E. TERRY STYERS, MICHELLE M. TERRY & NOAH D. WISE.

Also present were Mr. James A. Estep, Superintendent; Mr. Vance S. Varner, Director of Secondary Education; Mr. Joseph Gagliardo, Director of Buildings and Grounds; Mrs. Melinda Kenepp, Chief Financial Officer; Ms. Amy L. Smith, Board Secretary; Mr. Orris Knepp III, Knepp & Snook; Mrs. Dianne Shearer, Mrs. Rose Schulz, Ms. Megan Herbster, Mrs. Michelle Knepp, and Mr. Joe Cannon, The Sentinel.

III. COMMUNICATIONS/ REPORTS

- A. School Board Secretary** – Nothing at this time.
- B. School Board Members** – Nothing at this time.
- C. Superintendent** – An executive session was held prior to tonight’s meeting from 5:45 PM - 6:30 PM for personnel and legal items.
- D. Director of Secondary Education**
 - At the close of tonight’s board meeting, I will need an executive session to meet the

requirements of Act 44 of 2018 and update the board on MCSD Safety and Security Practices Report.

- I want to congratulate everyone involved with this year's graduation. I thought the three speakers were excellent.
- I received an email from Hannah, Student Representative. She wanted to recognize the successful class of 2019. She reported that four track athletes went to states, the softball team were district champions and that NHS and Key clubs have events planned for the summer.

E. Director of Buildings and Grounds

- Gave an update on the Kish Street pull off project. G & R Charles will be mobilizing the week of June 24th.
- Gave an updated on the SMES project – all engineering and architectural work has been approved.
- Recognized Craig Matthews and the custodial staff for the standup job they did in moving all the items from SMES to on site storage units.

F. Mifflin County Academy of Science and Technology – Mr. Estep received a message from Mr. Potutschnig that he got an email from Senator Corman, The Academy is receiving \$500,000 for the welding project.

G. Public Comment Period - Mrs. Shearer reported that the Drama Club is having a Drama Club Boot camp. The cost is \$100 and they already have 18 students signed up. The money will go back into the program.

IV. CONSENT AGENDA

Note: All matters taken under this section are considered to be routine and action will be taken with one motion. There will be no separate discussion on these items. If discussion is desired, that item will be removed from the Consent Agenda and considered separately.

Mr. Estep presented the following to the Board for consideration.

A. BOARD MEETINGS

1. Recommend approval of minutes of School Board Committee Meetings, Special and Regular School Board Meetings held, and listing of Executive Sessions conducted.

A. Executive Session

- May 16, 2019 at 9:21 PM-9:50 PM-Personnel Item
- May 23, 2019 at 6:15 PM-6:25 PM-Personnel Item
- May 23, 2019 at 6:54 PM-7:15 PM-Personnel Item

B. Committee-of-the-Whole Meeting

- May 16, 2019 at 7:12 PM until 10:11 PM

C. Regular School Board Meeting

- May 23, 2019 at 6:30 PM until 7:40 PM

D. Special Voting Meeting

- May 16, 2019 at 6:43 PM until 7:12 PM

E. Budget Workshop Meeting

-May 20, 2019 at 5:30 PM until 7:08 PM

Mr. Estep presented the following to the Board for consideration.

B. BOARD ACTION (includes policies and curriculum)

1. Recommend approval of Policy 113.2-Positive Behavior Support (Attached)
2. Recommend approval of Policy 146-Student Services (Attached)
3. Recommend the following Procedures:
 - Travel Reimbursement- 200.474
 - Procurement-200.320

C. CUSTODIAL-MAINTENANCE

Mrs. Kenepf presented the following to the Board for consideration.

D. FINANCE

1. Review of Treasurer Reports for month ended **May, 2019**
 - (1) Kish Bank
 - (2) PSDLAF / PSDMAX
 - (3) Temporary Investment Report and Summary
 - (4) Capital Projects Fund (PLGIT)
 - (5) General Obligation Bond 2019 Series (PLGIT)
2. Review of listing of bills for payment
3. Review of Revenue and Expense Summaries
4. Real Estate and Per Capita Tax Collector Reports
5. Recommend approval of offer on repository on unsold properties for Map Number 15 ,02-0117L-,001
6. Recommend approval of the athletic bids for the 2019-2020 school year
7. Recommend approval to enter into an agreement with Forecast5 Analytics

Mr. Estep presented the following to the Board for consideration.

E. CAFETERIA

1. Recommend approval of the Cafeteria Financial Report for **May 2019**
2. Request authorization to pay Cafeteria Bills for **May 2019**
3. Recommend approval to accept the Bread Bid for 2019-2020 from Angelo Pacifico & Sons
4. Recommend approval to accept the Milk Bid for 2019-2020 from Valley Farms Dairy LLC

F. TRANSPORTATION

G. STUDENT-RELATED

Mr. Estep presented the following to the Board for consideration.

H. PERSONNEL

1. Recommend approval of transfer of **NATHAN C. BARNHART** from Social Studies Teacher at MCJHS to Social Studies Teacher at MCHS, effective the start of the 2019-2020 school year.
2. Recommend approval of **BRENNA N. SHILLING** to be hired as a Long-Term Substitute 1st Grade Teacher at LES for the 2019-2020 school year or less at a prorated salary of (\$43,103) (Bachelors, Step 1) based on the number days worked, effective August 20, 2019)
3. Recommend that **DANIELLE ATKINSON** be hired as an English Teacher at MCHS, at a salary of \$43,102 (Step 1, Bachelors), effective the start of the 2019-2020 school year.
4. Recommend approval of resignation of **BENJAMIN M. TREW**, Science-Biology/Environmental Science Teacher at MCHS due to relocation, effective June 13, 2019
5. Recommend approval of resignation of **BRENT A. STOLTZFUS**, Social Studies Teacher at MCHS due to other employment, effective June 18, 2019.
6. Recommend approval of resignation of **RACHEL J. BOYD**, School Nurse at LIS/SMES due to other employment, effective June 18, 2019.
7. Recommend approval of resignation of **MELANIE D. HILL**, Food Service Supervisor due to personal reasons, effective August 16, 2019.

Mr. Estep asked the Board if they would like to explore outsourcing the Food Service Supervisor position. The Board would like information on outsourcing the position.

8. Recommend approval of resignation of **DENNIS D. MCCLURE**, Custodian at MCJHS due to retirement, effective July 31, 2019.
9. Recommend approval of **CONNOR J. MUIR**, Teacher for Extended School Year for the 18-19 school year.

10. Recommend approval of the following nurses for the 2018-2019 extended school year:

- LANETTE M. POTUTSCHNIG
- ABIGAIL E. ALLISON

11. Recommend approval of the following paraprofessionals for Kindergarten Camp for the summer of 2019.

- TANJA G. FIKE EDES
- COLLEEN J. KRATZER IVEC

12. Recommend approval of the following paraprofessional transfers, effective June 6, 2019:

- LYNDSAY M. CLARK from full-time at EDES to part-time 4.5-hours at LIS.
- STACEY L. WERTZ-MANN from full-time at MCMS to PT 4.5-hours at LIS.
- MELINDA R. PARSON from full-time at MCJHS to part-time 4.5-hours at MCJHS.
- JEANNINE L. LEISTER from part-time 4.0 hours at MCJHS to part-time 4.5 hours at MCJHS.

13. Recommend approval of the following paraprofessionals for furlough, effective June 6, 2019:

- MELISSA L. BASOM
- JENNIFER L. BRUBAKER
- HEIDI L. FOUGHT
- CHERYL L. HIMES
- ADRIENNE E. WITTERS
- AUTUMN K. DRESSLER
- ELIZABETH A. PENT
- ANGELIKA A. RUPERT
- MARALEE G. SEELEY
- TERESA L. WILLIAMS
- KELLY L. SCOTT

14. Recommend approval for VANCE S. VARNER to carry over no more than 10 unused vacation days from School Year 2018-2019 to the School Year 2019-2020.

15. Recommend approval of LUCAS A. GOSS to be hired as full-time custodian at LES, effective pending completion of pre-employment paperwork.

16. Recommend approval of SAMUEL E. YETTER to be hired as full-time custodian at MCHS, effective pending completion of pre-employment paperwork.

17. Recommend approval of transfer CLAY M. RUBLE, 2pm-10:30pm custodian at LES to 3pm-11:30pm at LES, effective June 3, 2019.

18. Recommend approval of 1-day suspension without pay for **Employee D** (18-19)

19. Recommend approval of 15-day suspension without pay for **Employee E** (18-19)

I. ATHLETICS and ACTIVITIES

Mr. Estep presented the following to the Board for consideration.

V. ROLL CALL ITEMS

1. Recommend adoption of the **2019-2020 General Fund Budget** in the amount of \$82,220,495
2. Adoption of Tax Resolutions for the 2019-2020 fiscal year.
 - a. **RESOLVED**, that there is levied by the Mifflin County School District a real estate tax of **34.5215 mills** for the fiscal year 2019-2020 upon the assessed value of all real estate within said District, this levy to be enacted a rate of **\$34.5215** on each One Thousand Dollars (\$1000) of the assessed value of the property so taxed, pursuant to the Public School Code of 1949, P.L. 30, Article VI, Section 679, as amended.
 - b. **RESOLVED**, that there is levied by the Mifflin County School District a tax of Five Dollars (\$5.00) upon each resident or inhabitant of said District and over the age of eighteen (18) years for the 2019-2020 fiscal year of the District, pursuant to the Public School Code of 1949, P.L. 30, Article VI, Section 679, as amended.
 - c. **RESOLVED**, that also levied is a resident tax of Five Dollars (\$5.00), a Ten Dollar (\$10.00) flat rate local services tax, a One Percent (1%) real estate transfer tax, a One Point Three-Five Percent (1.35%) earned income tax.

All said taxes are effective July 1, 2019

3. Recommend approval of the **2019 Homestead/Farmstead** Exclusion Resolution.
4. Recommend that **NORMA J. O'BRIEN** be appointed as District-Wide Suicide Prevention Coordinator for the 2019-2020 school year at an annual stipend of \$1500.
5. Recommend approval of \$750 stipend for **MICHELLE R. SIRUC** as Homeless Liaison for the Mifflin County School District for the 2019-2020 school year. This stipend will be fully funded by Title I funds.
6. Recommend that the following be approved as 2019-2020 Title I Parent Involvement Coordinators. These stipends will be fully funded by Title 1 funds: (Attachment)
 - **SYLVIA L. FRANKLIN** SMES \$750 Stipend
 - **LAURA J. FARO & KALI D. HARPER** LES \$750 Stipend (\$375 each)
 - **TYLER C. FINK & JO E. SHAFRANICH** IVEC \$750 Stipend (\$375 each)
 - **ANITA J. INGRAM** EDES \$750 Stipend
 - **RUTH A. ALLISON** Non-Public \$750 Stipend

ADDENDUM

Mr. Estep presented the following to the Board for consideration.

V. ROLL CALL ITEMS

7. Recommend approval of **KYLIE J. MUIR**, Life Skills Support Teacher at LIS at a salary of

\$43,909 (Bachelors, Step 2), effective for the 2019-2020 school year pending receipt of emergency permit.

8. Recommend approval of **JENNY S. FORTSON**, Autistic Support Teacher at SMES at a salary of \$45,416 (Bachelors +24, Step 3), effective for the 2019-2020 school year pending receipt of emergency permit or teaching certificate.
9. Recommend approval of **KALI D. HARPER**, Learning Support Teacher at LES at a salary of \$43,909 (Bachelors, Step 2), effective for the 2019-2020 school year pending receipt of emergency permit.
10. Recommend approval of **HEIDI L. STEWART**, Learning Support Teacher at MCHS at a salary of \$45,416 (Bachelors +24, Step 3), effective for the 2019-2020 school year pending receipt of emergency permit.
11. Recommend approval of **AMBER M. OLIVER**, ESL Teacher at LES at a salary of \$47,880 (Masters, Step 5), effective for the 2019-2020 school year pending receipt of emergency permit or teacher certificate.
12. Recommend approval of **AMANDA J. KRISTULA**, ESL Teacher at LIS at a salary of \$52,180 (Masters +15, Step 8), effective the start of the 2019-2020 school year.
13. Recommend approval of **BRITTNEY R. GRABILL**, School Nurse at MCHS at a salary of \$45,359 (Masters, Step 2), effective for the 2019-2020 school year pending receipt of emergency permit.
14. Recommend approval of transfer of **BILLIE JO HEVERLY** to Life Skills Support Teacher at MCHS from Life Skills Support Teacher at LIS, effective the start of 2019-2020 school year.
15. Recommend approval of **TONYA M. KEPNER**, Principal (260 day) at EDES/IVEC at a salary of \$90,000, effective July 1, 2019.
16. Informational: Elementary Administration Team Restructuring Plan for 2019-2020:

<u>IVEC/EDES</u>	<u>LES</u>	<u>LIS</u>	<u>SMES</u>
<u>TONYA M. KEPNER</u> Principal	<u>KEVIN J. O'DONNELL</u> Principal	<u>PAUL J. MAIDENS</u> Principal	<u>FRANK W. MILLER</u> Principal
<u>DIANE W. STEWART</u> Assistant Principal	<u>JENNIFER L. ESH</u> Assistant Principal	<u>CLINT N. AURAND</u> Assistant Principal	
<u>JACKIE A. SHINSKIE</u> Assistant Principal			

Mr. Estep presented the following to the Board for consideration.

VI. OTHER BUSINESS

1. Informational: The attached list represents new assignments due to displacement of paraprofessionals due to recent restructuring of special educational services.
2. Informational: **SARAH E. FORSHEY** will be transferring to Kindergarten Teacher at SMES from 1st Grade Teacher at SMES, effective for the 2019-2020 school year.

Ms. Sigler heard from a grandparent, who is a retired schoolteacher that her grandchild attended the Kindergarten camp last year and that it helped her grandchild transition so well to school.

VII. PUBLIC COMMENT PERIOD - Mrs. Shearer – She is against subcontracting.

VIII. ADJOURNMENT BY PRESIDENT - With no further business before the Board, the meeting was adjourned at 6:56 PM.

Amy L. Smith, Board Secretary