

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 regular School Board Meeting of the Mifflin County School District was held Thursday evening, June 27, 2019, at 6:38 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 via phone

KRISTEN L. SHARP

MARY LOU M. SIGLER

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; Mrs. Melinda Kenepf, Chief Financial Officer; Ms. Amy L. Smith, Board Secretary; Mr. Mark Remy, Knepp & Snook; Mrs. Michelle Knepp, Ms. Megan Herbster, Mrs. Rose Schulz, and Ms. Julianne Kilmer, The Sentinel.

An executive session was held prior to tonight’s meeting from 6:20 PM – 6:34 PM for personnel and legal items.

III. COMMUNICATIONS/ REPORTS

A. School Board Secretary – Nothing at this time.

B. School Board Members – Nothing at this time.

C. Superintendent

- Mr. Estep asked for the Board’s approval to allow Administration to make offers of employment for teachers and hold a special voting meeting before the COW meeting. The Board was

agreeable.

- D. Director of Secondary Education** – Nothing at this time.
- E. Director of Buildings and Grounds** – Not present.
- F. Mifflin County Academy of Science and Technology** – Nothing at this time.
- G. Public Comment Period** - Mrs. Rose Schulz asked for clarification of the taxes on page five of the agenda. Mrs. Kenepp explained that the taxes are not new and how the taxes are collected.

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.

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

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

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

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

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 **BRENNAN 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.
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 | • ELIZABETH A. PENT |
| • JENNIFER L. BRUBAKER | • ANGELIKA A. RUPERT |
| • HEIDI L. FOUGHT | • MARALEE G. SEELEY |
| • CHERYL L. HIMES | • TERESA L. WILLIAMS |
| • ADRIENNE E. WITTERS | • KELLY L. SCOTT |
| • AUTUMN K. DRESSLER | |

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

CONSENT AGENDA – Motion by Mr. Knepp, second by Mr. Hammond to approve the consent agenda. ROLL CALL VOTE: - YES – 9 Members present, motion carried unanimously.

V. ROLL CALL ITEMS

1. Recommend adoption of the **2019-2020 General Fund Budget** in the amount of \$82,220,495

Motion to approve item 1 by Mrs. Laughlin, second by Mrs. Sharp.

ROLL CALL VOTE: - YES - 6 – NO – 3 – Mr. Knepp, Mrs. Terry & Mr. Wise voted No.

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

Motion to approve item 2 by Mr. Hammond, second by Ms. Sigler.
ROLL CALL VOTE: - YES - 7 – NO – 2 – Mr. Knepp & Mr. Wise voted No.

3. Recommend approval of the **2019 Homestead/Farmstead Exclusion Resolution.**

Motion to approve item 3 by Mrs. Laughlin, second by Ms. Sigler.
ROLL CALL VOTE: - YES - 9 Members present, motion carried unanimously.

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

Motion to approve items 4-6 by Mr. Hammond, second by Ms. Sigler.
ROLL CALL VOTE: - YES - 7 – NO – 2 – Mr. Knepp & Mr. Wise voted No.

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.

**Motion to approve items 7-14 by Ms. Sigler, second by Mrs. Laughlin.
ROLL CALL VOTE: - YES - 9 Members present, motion carried unanimously.**

15. Recommend approval of **TONYA M. KEPNER**, Principal (260 day) at EDES/IVEC at a salary of \$90,000, effective July 1, 2019.

**Motion to approve item 15 by Mr. Hammond, second by Ms. Sigler.
ROLL CALL VOTE: - YES - 8 – NO – 1 – Mr. Knepp voted No.**

ADDENDUM

V. ROLL CALL ITEMS

16. Recommend approval of **JENNA L. CARLSON** to be hired as Social Studies Teacher at MCJH at a salary of \$43,102 (Bachelor's, Step 1) for the 2019-2020 school year.
17. Recommend approval of **ERIN M. MCLAUGHLIN** to be hired as Biology Teacher at MCHS at a salary of \$43,102 (Bachelor's, Step 1) for the 2019-2020 school year.
18. Recommend approval of **KERRY E. HARPER** to be hired as Licensed Social Worker – Districtwide at a salary of \$52,080 (Masters +30, Step 7), pending receipt of clearances and pre-employment paperwork.

**Motion to approve item 18 by Mrs. Laughlin, second by Mr. Hammond.
ROLL CALL VOTE: - YES - 8 – NO – 1 – Mr. Knepp voted No.**

19. Recommend approval of transfer of **ROBIN J. FRENCH**, from Social Studies Teacher at MCJHS to 3rd Grade Teacher at LES, effective the start of the 2019-2020 school year.
20. Recommend approval of **MICHAELA N. MARINI** to be hired as Social Studies Teacher at MCJHS at a salary of \$43,102 (Bachelors, Step 1), effective pending clearances and pre-employment paperwork.
21. Recommend approval of **MICHELLE L. BOWER**, Life Skills Teacher, at LIS at a salary of \$48,973 (Masters, Step 4) effective the start of the 2019-2020 school year, pending receipt of clearances and pre-employment paperwork.
22. Recommend approval of **PHILLIP A. ROSSI**, Learning Support Teacher at LIS, at a salary of

\$44,552 (Masters, Step 1) effective the start of the 2019-2020 school year, pending receipt of clearances and pre-employment paperwork.

23. Recommend approval of resignation of PAUL R. LEAH, Learning Support Teacher at LIS due to other employment, effective June 24, 2019.
24. Recommend approval of resignation of RACHEL J. BOYD, School Nurse at LIS due to other employment, effective June 18, 2019.
25. Recommend approval of resignation of NURUDEEN B. KAFFO, Math Teacher at MCJHS due to personal reasons, effective August 1, 2019.
26. Recommend approval of MICHAEL J. MACLAY, Learning Support Teacher at LIS at a salary of \$65,030 (Masters, Step 17), effective for the 2019-2020 school year, pending receipt of emergency permit.
27. Recommend approval of ABIGAIL E. ALLISON, School Nurse at LIS at a salary of \$43,909 (Bachelors, Step 2), effective for the 2019-2020 school year, pending receipt of emergency permit.
28. Recommend approval of CONNER J. MUIR, Emotional Support at the MCJHS, at a salary of \$43,909 (Bachelors, Step 2), effective for the 2019-2020 school year, pending receipt of emergency permit.

**Motion to approve items 16, 17, 19-28 by Mrs. Laughlin, second by Ms. Sigler.
ROLL CALL VOTE: - YES - 9 Members present, motion carried unanimously.**

29. Authorize the Solicitors to execute a Stipulation to Settle in Civil Action CP-44-CV-1344-2018, Gumberg Associates, Mifflin County Commons v. Mifflin County Board of Assessment Appeals, under the terms of which the assessment on Mifflin County Tax Parcel Number 16 ,04-0105G-,000 shall be \$2,438,800.00 for tax years 2019 and 2020, notwithstanding any demolition, construction, improvements or physical changes at the Property that may occur during calendar years 2019 or 2020.
30. Authorize the Solicitors to execute a Stipulation to Settle in Civil Action CP-44-CV-1290-2017, Callan Housing, LLC v. Mifflin County Board of Assessment Appeals, regarding Parcel No. 17-26-0219-000, located at 150 Brannon Lane, Lewistown, PA 17044, under the terms of which Supportive Concepts for Families, Inc., as successor-in-interest to Callan Housing, shall pay an amount equal to fifty percent (50%) of real estate taxes that would otherwise be due for the 2018 and 2019 tax years to the Mifflin County School District in the amount of \$1,065.47; and the property shall be exempt from the payment of all real estate taxes for all tax years starting on or after January 1, 2020.
31. Authorize the Solicitors to execute a Stipulation to Settle in Civil Action CP-44-CV-1291-2017, Callan Housing, LLC v. Mifflin County Board of Assessment Appeals, regarding Parcel No. 19-11-0120C-000, located at 8020 Ferguson Valley Road, McVeytown, PA 17051, under the terms of which Supportive Concepts for Families, Inc., as successor-in-interest to Callan Housing, shall pay an amount equal to fifty percent (50%) of real estate taxes that would otherwise be due for the 2018 and 2019 tax years to the Mifflin County School District in the amount of \$1,288.08; and the property shall be exempt from the payment of all real estate taxes for all tax years starting on or

after January 1, 2020.

32. Authorize the Solicitors to execute a Stipulation to Settle in Civil Action CP-44-CV-1292-2017, Callan Housing, LLC v. Mifflin County Board of Assessment Appeals, regarding Parcel No. 17-12-0334-000, located at 36 Scenic Drive, Lewistown, PA 17044, under the terms of which Supportive Concepts for Families, Inc., as successor-in-interest to Callan Housing, shall pay an amount equal to fifty percent (50%) of real estate taxes that would otherwise be due for the 2018 and 2019 tax years to the Mifflin County School District in the amount of \$1,607.56; and the property shall be exempt from the payment of all real estate taxes for all tax years starting on or after January 1, 2020.

33. Authorize the appropriate officers to execute a Stipulation to Settle and other necessary documents in tax appeals filed by SKILLS OF CENTRAL PENNSYLVANIA, INC., under the terms of which the owner will enter into a PILOT to pay an amount equal to fifty percent (50%) of real estate taxes that would otherwise be due on its group home properties.

**Motion to approve items 29-33 by Mr. Knepp, second by Mr. Wise.
ROLL CALL VOTE: - YES - 9 Members present, motion carried unanimously.**

34. Informational: TRACY S. DEAK transfer from Emotional Support Teacher at MCJHS to Learning Support Teacher at MCJHS, effective the start of the 2019-2020 school year.

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.

3. 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 (Until October 4, 2019- Retirement)	<u>JENNIFER L. ESH</u> Assistant Principal	<u>CLINT N. AURAND</u> Assistant Principal	
<u>JACKIE A. SHINSKIE</u> Assistant Principal			

Ms. Sigler asked for clarification on the principal salaries.

VII. PUBLIC COMMENT PERIOD – Mrs. Rose Schulz complemented the district on the new website.

VIII. ADJOURNMENT BY PRESIDENT - With no further business before the Board, the meeting adjourned at 7:04 P.M

Amy L. Smith, Board Secretary