

SCHUYLKILL HAVEN AREA SCHOOL DISTRICT
MINUTES OF THE REGULAR BOARD MEETING
February 21, 2018

The Board of School Directors of the Schuylkill Haven Area School District met in regular monthly session in the Hale Board Room on the above date beginning at 6:30 pm. Secretary Felty took roll call and the following board members responded:

- Mr. Scott Jacoby
- Mr. Eric Felty
- Mrs. Diana McGoey
- Mr. Bud Runkle
- Mrs. Melissa Strauch
- Mrs. Sandy Hess
- Mrs. Crystal McGarry
- Mrs. Rebecca Sterner-Ulsh
- Mrs. Jennifer Stoyer
(Personal absence)
- Administrators listed below:
 - Mr. Matthew Buletza
 - Mr. Matthew Horoschak
 - Dr. Susan Morgan
 - Mr. Ken Rossi
 - Mr. Dennis Siket
- Business Manager Mrs. Kim Umphrey
- Solicitor Attorney James Caravan
- Superintendent Dr. Fitzpatrick
- Visitor(s):
 - Mrs. Mara Derck
 - Mrs. Jane Gordon
 - Mr. Chuck Grabusky
 - Mrs. Lisa Hartz
 - Mr. Zach Houtz
 - Mr. Tom Miller
 - Mr. Jay Newswanger
 - Mr. Luke Ott
 - Ms. Shea Singley
 - Mr. Mike Wurster

Secretary Felty proceeded with the reading of the Regular Board Meeting minutes held January 17, 2018. Mr. Felty moved to dispense further reading of the minutes, seconded by Mrs. Hess, motion approved unanimously.

The receipt of January Tax Collectors and Realty Transfer Taxes were presented by Mr. Jacoby and questions by the Board to be presented to Mrs. Umphrey.
Commission deduction:

January 2018 \$11,553.74 after 2% commission deduction of \$235.79

On motion of Mrs. Strauch, seconded by Mrs. McGoey, the Tax Collector Realty Transfer Reports were received and filed. A roll call vote was taken and all voted yes.

President Jacoby asked for any Secretary report. Mr. Felty did not have anything to report.

President Jacoby called for public comments in which there were none.

At this time a contract agreement between the Board of Directors and the Schuylkill Haven Education Association was presented for approval. This 3-year contract agreement is from beginning September 1, 2018 – August 31, 2021. Mrs. Hess moved, seconded by Mrs. McGoey, to approve a 3-year contract between the Schuylkill Haven Area School District and the Schuylkill Haven Education Association. Roll call vote was taken by Mrs. Gordon. Aye: 7, Naye: 0, Abstain: 1 (Mr. Jacoby). Motion passed.

Dr. Fitzpatrick thanked the negotiation union for their professional and efficiency through this process. Mr. Grabusky also commented the board negotiation committee for their congenial way negotiating the contract.

The following **REPORT OF THE STUDENT ACTIVITIES COMMITTEE** was presented by Mrs. Hess:

A. Student Activities – Mrs. Hess

The Student Activities Committee met February 14, 2018. In attendance were Directors:

- Mrs. Sandy Hess
- Mrs. Melissa Strauch
- Mrs. Rebecca Sterner Ulsh
- Mr. Bud Runkle

Also present were:

➤ Visitors:

Mrs. Jane Gordon
Mrs. Lisa Hartz
Ms. Rhonda Johnson
Mr. Jay Newswanger
Ms. Shea Singley

➤ Administrators listed below:

Mr. Matt Buletza
Mr. Matt Horoschak
Dr. Geno McGorry
Dr. Susan Morgan
Mr. Ken Rossi
Mr. Dennis Siket

- Supv. Buildings & Grounds Mr. Ken Albitz
- Solicitor Attorney James Caravan
- Business Manager Mrs. Kim Umphrey
- Superintendent Dr. Shawn Fitzpatrick

The following are the minutes of the meeting together with any recommendations for Board consideration:

1. Mrs. Umphrey reviewed the Fall Sports Financial Summary as presented.
2. The Committee recommends reappointment of the following:
 - Carissa Diggs – Head Cheerleading Advisor
 - Kelsey Hartz – Assistant Cheerleading Advisor
 - Laura (Gordon) Miller – Volunteer Cheerleading Advisor

3. The Committee recommends the following appointments:

- Chad Derck – Volunteer Baseball Coach
- Zack Faust – Volunteer Track & Field Coach
- Andrea Slotterback – Volunteer Track & Field Coach
- Sammantha Nelson – HS Student Council Advisor

4. The Committee recommends approval of the facilities requests as presented.

Mrs. Hess moved, seconded by Mrs. Ulsh, to approve items 1-4 as recommended.
Motion carried unanimously.

5. The Committee recommends approval of additional facilities requests as presented.

Mrs. Hess moved, seconded by Mrs. McGoey, to approve item 5 as recommended.
Motion carried unanimously.

6. The Committee recommends the appointment of Trevor Pavalko as Volunteer Football Coach.

Mrs. Hess moved, seconded by Mrs. McGarry, to approve item 6 as recommended.
Motion carried unanimously.

The following **REPORT OF THE SCHOOL PLANT COMMITTEE** was presented by Mrs. McGoey:

The School Plant Committee met February 14, 2018. In attendance were Directors:

- Mrs. Diana McGoey
- Mrs. Jennifer Stoyer
- Mr. Bud Runkle

Also present were:

➤ Visitors:

- Mrs. Jane Gordon
- Mrs. Lisa Hartz
- Ms. Rhonda Johnson
- Mr. Jay Newswanger
- Ms. Shea Singley

➤ Administrators listed below:

- Mr. Matt Buletza
- Mr. Matt Horoschak
- Dr. Geno McGorry
- Dr. Susan Morgan
- Mr. Ken Rossi
- Mr. Dennis Siket
- Supv. Buildings & Grounds Mr. Ken Albitz
- Solicitor Attorney James Caravan
- Business Manager Mrs. Kim Umphrey
- Superintendent Dr. Shawn Fitzpatrick

The following are the minutes of the meeting together with any recommendations for Board consideration:

1. Dr. Fitzpatrick informed the board he has been approached by individuals offering to make donations to improve district facilities advertising their name. As a result, Mr. Albitz reached out to local businesses for light and sound estimates to upgrade the HS gymnasium. Superintendent Fitzpatrick will review the district naming facilities policy.
2. The Committee recommends approving an *Emergency Evacuation Agreement* with Seton Manor Nursing & Rehab Center and the Schuylkill Haven Area School District. In an event of an emergency and/or need of an evacuation from Seton Manor, the residents will be transferred to the High School building.

Mrs. McGoey moved, seconded by Mr. Felty, to approve item 2 as recommended. Motion carried unanimously.

3. The Committee discussed their annual walk-through of the district buildings. They would like to schedule this tour during the April timeframe.

The following **REPORT OF THE EDUCATION COMMITTEE** was presented by Mr. Felty:

The Education Committee met February 14, 2018. In attendance were Directors:

- Mr. Eric Felty
- Mrs. Diana McGoey
- Mrs. Melissa Strauch
- Mrs. Rebecca Sterner Ulsh

Also present were:

- | | |
|--|--|
| <ul style="list-style-type: none"> ➤ Visitors: Mrs. Jane Gordon Mrs. Lisa Hartz Ms. Rhonda Johnson Mr. Jay Newswanger Ms. Shea Singley | <ul style="list-style-type: none"> ➤ Administrators listed below: Mr. Matt Buletza Mr. Matt Horoschak Dr. Geno McGorry Dr. Susan Morgan Mr. Ken Rossi Mr. Dennis Siket ➤ Solicitor Attorney James Caravan ➤ Business Manager Mrs. Kim Umphrey ➤ Superintendent Dr. Shawn Fitzpatrick |
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The following are the minutes of the meeting together with any recommendations for Board consideration:

1. The Committee recommends the following unpaid leave requests:
 - Elisabeth Hughes – 1 day – February 20, 2018
 - Brenda Mintz – 5 days – February 22-28, 2018

Mr. Felty moved, seconded by Mrs. Hess, to approve item 1 as recommended. Motion carried unanimously.

2. The Committee recommends the 3-year Special Education Plan Report for the period of 7/1/2018-6/30/2021. This report will be on public display and presented for board approval next month.

Mr. Felty moved, seconded by Mrs. McGarry, to approve item 2 as recommended. Motion carried unanimously.

3. The Committee recommends approval 2018 Kindergarten Camp as follows:

Tentative dates: August 6-9, 2018 and August 13-16, 2018
Monday through Thursday, 9:00 am-11:00 am

Description: *Instructors will go through building routines and conduct learning centers with the incoming kindergarten students.*

The following teachers are recommended at the hourly rate of \$25:

Katelyn Celani
Maureen Golden
Jill Lenhart
Megan Mabry

Mr. Felty moved, seconded by Mrs. Ulsh, to approve item 3 as recommended. Motion carried unanimously.

4. The Committee recommends approval of the 2018 Secondary Credit Recovery Program as follows:

Dates: June 18, 2018 through July 13, 2018
Session 1 – 8:00 am-10:00 am
Session 2 – 10:10 am-12:10 pm

The following are recommended for appointment at the contracted \$1,200/session rate:

Kathy Dautrich, Language Arts
Sierra Foley, Special Education
Rebecca Moyer, Social Studies (1/2 position)
Emily Wank, Mathematics
Nicklaus Yashinsky, Social Studies (1/2 position)
(Vacancy: Science)

Mr. Felty moved, seconded by Mrs. Strauch, to approve item 4 as recommended. Motion carried unanimously.

5. Dr. Fitzpatrick informed the board, to date we have exhausted all scheduled days as approved for make-up on the approved 2017-18 calendar. Our only day off remains 3/30/18 (Good Friday). Any additional weather emergency days will be made up by extending the school calendar the required number of days in June, 2018.

6. The Committee recommends Mr. Ed Andrescavage, III as SHALE long-term substitute, effective March 1, 2018 through the end of the 2017-18 school year.

Mr. Felty moved, seconded by Mrs. Ulsh, to approve item 6 as recommended.
Motion carried unanimously.

7. The FMLA leave request extension of Employee #31539 from May 3, 2018, until the last day of the 2017-18 school year is recommended for approval.

Mr. Felty moved, seconded by Mrs. McGoey, to approve item 7 as recommended.
Motion carried unanimously.

The following **REPORT OF THE FINANCE COMMITTEE** was presented by Mrs. McGarry:

The Finance Committee met February 14, 2018. In attendance were Directors:

- Mr. Eric Felty
- Mrs. Sandy Hess
- Mrs. Jennifer Stoyer

Also present were:

- Visitors:
 - Mrs. Jane Gordon
 - Mrs. Lisa Hartz
 - Ms. Rhonda Johnson
 - Mr. Jay Newswanger
 - Ms. Shea Singley
- Administrators listed below:
 - Mr. Matt Buletza
 - Mr. Matt Horoschak
 - Dr. Geno McGorry
 - Dr. Susan Morgan
 - Mr. Ken Rossi
 - Mr. Dennis Siket
 - Solicitor Attorney James Caravan
 - Business Manager Mrs. Kim Umphrey
 - Superintendent Dr. Shawn Fitzpatrick

The following are the minutes of the meeting together with any recommendations for Board consideration:

1. Business Manager Mrs. Kim Umphrey reviewed the Real Estate, Occupation and Per Capita Collection Reports with the Committee. The following actions should be taken at this time:
 - a. Exonerate the tax collectors for the collection of 2017 Per Capita, Act 511 and Occupation taxes with lists provided by these collectors as follows:

	<i>Berkheimer Associates</i>	<i>Kelly Handling</i>	<i>Rochelle Trumbo</i>	<i>Christine Long</i>	
Exonerations	Schuylkill Haven	South Manheim Twp.	Landingville	Port Clinton	TOTALS
Occupation Tax	503	611	48	35	1,197

- b. The Finance Committee recommends that the proper officials of the Board be authorized to execute releases for the tax collectors and recommends that the following Resolution be adopted:

Whereas Berkheimer Associates, Kelly Handling, Rochelle Trumbo and Christine Long having duly accounted for taxes collected for the 2017 Per Capita and Act 511 School Tax Duplicates and having presented such accounts to the Schuylkill Haven Area School District along with a list of exonerations, which exonerations have been granted, Be It Resolved that Berkheimer Associates, Tax Collector for the Borough of Schuylkill Haven, Kelly Handling, Tax Collector for the Township of South Manheim, Rochelle Trumbo, Tax Collector of the Borough of Landingville, and Christine Long, Tax Collector for the Borough of Port Clinton, all of Schuylkill County, PA are hereby granted exonerations and full and final settlement of their 2017 school tax duplicate.

- c. The Finance Committee also recommends that the Administration be authorized to forward to Berkheimer Associates the 2017 Per Capita, Act 511 and Occupation Tax delinquent taxpayer lists for tax collection by said agency.

Mrs. McGarry moved, seconded by Mr. Felty, to approve item 1 as recommended. Motion carried unanimously.

2. The Committee recommends approving the real estate repository sale for Parcel Numbers: 28-26-2154.00 and 28-26-2166.00.

Mrs. McGarry moved, seconded by Mrs. Ulsh, to approve item 2 as recommended. Motion carried unanimously.

3. The Committee recommends that district makes contribution contractually agreed to with retired employee #8520 into said employee's HSA Account until contract agreement expires. The district will incur no additional costs.

Mrs. McGarry moved, seconded by Mrs. Hess, to approve item 3 as recommended. Motion carried unanimously.

4. The bills for the month of February are presented and recommended for payment.

Mrs. McGarry moved, seconded by Mrs. McGoey, to approve item 4 as recommended. Motion carried unanimously.

The following **REPORT AND MEMORANDUM OF THE SUPERINTENDENT** was presented by Dr. Fitzpatrick:

DATES TO REMEMBER

<u>February</u>	22	National Honor Society Blood Drive ~ Library
	28	Berks/Schuylkill Student Video Contest ~
	↓	Topic: Whats so Cool about Manufacturing?
<u>March</u>	2	Vote at: WhatsSoCool.org
	2	Dr. Seuss's Birthday - Read Across America
	2	Middle School Mini-Thon ~ 4:00 pm-9:00 pm
	5	Spring Sports - 1 st official day of practice
	11	<i>Daylight Saving Time Begins</i>
	22	Middle School Play "The Best Little Theater in Town" ~ 7:00 pm
	23	PTO Chinese Auction ~ Friday
	24	PTO Chinese Auction ~ Friday
	25	PTO Chinese Auction Prize Pickup ~ 2:00 pm-4:00 pm
	30	Good Friday - School Closed
<u>April</u>	13	High School Musical "Beauty and the Beast" ~ 7:00 pm
	14	High School Musical "Beauty and the Beast" ~ 7:00 pm
	15	High School Musical "Beauty and the Beast" ~ 3:00 pm

Executive Session for Personnel with attendees: School Board, Superintendent and Mr. Caravan followed by Mr. Siket and Mr. Horoschak joining the session.

There being no further business to discuss, Mrs. Ulsh moved, seconded by Mr. Runkle, to adjourn the meeting at 7:22 pm. Motion carried unanimously.

Respectively submitted,

Eric R. Felty
School Board Secretary

jmg

**TENTATIVE
Facilities Requests
February 2018**

SUBJECT	LOCATION	START	END
TENTATIVE: SH Recreation 5th Gr Boys Basketball Tournament	MS Gym/Cafeteria/Hall	Fri 2/23/2018 6:00 PM	Fri 2/23/2018 9:00 PM
TENTATIVE: SH Recreation 5th Gr Boys Basketball Tournament	MS Gym/Cafeteria/Hall	Sat 2/24/2018 9:00 AM	Sat 2/24/2018 6:00 PM
TENTATIVE: SH Recreation 5th Gr Boys Basketball Tournament	MS Gym/Cafeteria/Hall	Sun 2/25/2018 1:00 PM	Sun 2/25/2018 6:00 PM
TENTATIVE: Schuykill League Baseball Coach Meeting	HS Classroom 102	Wed 2/28/2018 7:00 PM	Wed 2/28/2018 8:00 PM
TENTATIVE: HS Wrestling Banquet	HS Cafeteria	Fri 3/16/2018 5:00 PM	Fri 3/16/2018 9:00 PM
TENTATIVE: American Red Cross Lifeguard Course	Health Room & Pool	Fri 3/23/2018 6:00 PM	Fri 3/23/2018 9:00 PM
TENTATIVE: American Red Cross Lifeguard Course	Health Room & Pool	Sun 3/25/2018 1:00 PM	Sun 3/25/2018 6:00 PM
TENTATIVE: Track & Field Banquet	HS Cafeteria	Mon 5/14/2018 4:30 PM	Mon 5/14/2018 7:00 PM
TENTATIVE: Annual HS Boys Soccer Tournament	Rotary Field	Sat 7/28/2018 7:00 AM	Sat 7/28/2018 7:00 PM
TENTATIVE: Midget Football Game	Rotary Field (Aug. 12 - Nov. 11)	Sun 8/12/2018 1:00 PM	Sun 8/12/2018 7:30 PM
TENTATIVE: 12th Annual Cross Country Invitational Meet	Rotary Field & Concession Stand	Sat 9/8/2018 7:00 AM	Sat 9/8/2018 12:00 PM

**ADDENDUM
Facilities Requests
February 2018**

SUBJECT	LOCATION	START	END
ADDENDUM: Boys Basketball Dinner (Booster Club)	HS Cafeteria	Mon 2/26/2018 5:30 PM	Mon 2/26/2018 7:00 PM
ADDENDUM: Open Gym: Girls Jr. High Basketball	MS Gym (Mondays, March 5 - July 1)	Mon 3/5/2018 6:00 PM	Mon 3/5/2018 8:00 PM
ADDENDUM: Open Gym: Girls Jr. High Basketball	MS Gym (Saturdays, March 10 - July 1)	Sat 3/10/2018 9:00 AM	Sat 3/10/2018 11:00 AM
ADDENDUM: Open Gym: Girls Jr. High Basketball	MS Gym (Wednesdays, March 7 - July 1)	Wed 3/7/2018 6:00 PM	Wed 3/7/2018 8:00 PM
ADDENDUM: Open Practice - Girls Varsity Soccer	Rotary Field (Wednesdays, March 7 - June 13)	Wed 3/7/2018 5:30 PM	Wed 3/7/2018 8:00 PM
ADDENDUM: Pancake Breakfast (Lions Club)	HS Cafeteria & Kitchen	Mon 5/28/2018 6:30 AM	Mon 5/28/2018 10:00 AM
ADDENDUM: Quest Health Screening (Lions Club)	HS Classroom 209, Cafeteria & Kitchen	Sat 3/10/2018 6:30 AM	Sat 3/10/2018 9:30 AM

**SCHUYLKILL HAVEN AREA SCHOOL DISTRICT
REPORT OF THE TREASURER
JANUARY 2018**

Book	<u>GENERAL FUND</u>	Bank
\$ 46,710.14	Balance - December 31, 2017	\$ 109,257.22
1,071,013.51	Transfers from Special IMMA Account	1,071,013.51
30.68	Interest	30.68
(1,079,064.70)	Disbursements	(1,134,674.76)
\$ 38,689.63	Bank Balance - January 31, 2018	\$ 45,626.65
	Outstanding Checks	(6,937.02)
\$ 38,689.63	Balance - January 31, 2018	\$ 38,689.63

<u>SPECIAL IMMA ACCOUNT</u>		
\$ 3,856,427.94	Balance - December 31, 2017	\$ 3,683,023.41
179,325.91	Receipts	352,532.44
657,962.50	Transfers from PLGIT	657,962.50
1,108.38	Interest	1,108.38
(1,071,013.51)	Transfers to General Fund	(1,071,013.51)
\$ 3,623,811.22	Bank Balance - January 31, 2018	\$ 3,623,613.22
	Outstanding Deposits	198.00
\$ 3,623,811.22	Balance - January 31, 2018	\$ 3,623,811.22

PLGIT ACCOUNT

Balance - December 31, 2017	\$ 3,155,296.10
Receipts	173,994.38
Interest	2,849.87
Disbursements	(11.00)
Procurement Card Purchases	(50,395.62)
Transfers to Special IMMA Account	(657,962.50)
Balance - January 31, 2018	\$ 2,623,771.23

UNRESERVED DESIGNATED FUND

Balance - December 31, 2017	\$ 1,319,771.20
Interest	1,193.22
Balance - January 31, 2018	\$ 1,320,964.42

RIVERVIEW GENERAL FUND

Balance - December 31, 2017	\$ 655,866.36
Interest	592.98
Balance - January 31, 2018	\$ 656,459.34

**SCHUYLKILL HAVEN AREA SCHOOL DISTRICT
REPORT OF THE TREASURER
JANUARY 2018**

SAMUEL ROWLAND LIBRARY FUND

Balance - December 31, 2017	\$ 7,569.69
Interest	6.84
Balance - January 31, 2018	<u>\$ 7,576.53</u>

CAPITAL RESERVE FUND

Balance - December 31, 2017	\$ 492,142.16
Interest	444.95
Balance - January 31, 2018	<u>\$ 492,587.11</u>

SINKING FUND - 1997 BONDS

Balance - December 31, 2017	\$ 139,260.96
Interest	125.91
Balance - January 31, 2018	<u>\$ 139,386.87</u>

MUNICIPAL CODE CAPITAL RESERVE -
TRACK & FIELD

Balance - December 31, 2017	\$ 83,434.59
Interest	75.43
Balance - January 31, 2018	<u>\$ 83,510.02</u>

**SCHUYLKILL HAVEN AREA SCHOOL DISTRICT
REPORT OF THE TREASURER
JANUARY 2018 RECEIPTS**

SPECIAL IMMA ACCOUNT

Health Insurance Reimbursement		\$ 30,871.17
Taxes:		
Realty Transfer	3,967.25	
Schuylkill County - Delinquent	10,687.28	
Berkheimer - Delinquent	18,264.21	
Schuylkill Haven Borough	61,408.94	
South Manheim Township	1,545.01	
Landingville Borough	-	
Port Clinton Borough	(0.90)	
	95,871.79	95,871.79
District Court - Fines		-
Pool:		
Parties	450.00	
Passes	-	
Receipts	42.00	
	492.00	492.00
Schuylkill IU #29:		
Achieve Grant	9,715.84	
Access Subsidy	19,822.27	
Classroom Rent	850.00	
	30,388.11	30,388.11
Miscellaneous:		
Parent-Paid Tuition	2,345.13	
St. Clair ASD - Tuition Reimbursement	4,476.00	
Athletic Receipts	5,093.00	
PIAA - 2017 Fall Sports Reimbursement	971.50	
Winter Sports Passes	105.00	
Winter Swim Team Fees	420.00	
AEM Donation	500.00	
Drum Corps International - Use of Facilities	1,000.00	
Child Development - Rent	1,700.00	
Reach Cyber Charter School - Refund	578.24	
J Miller & Sons - Rebate	51.00	
Lancaster-Lebanon IU#13 - MTSS Grant	4,298.56	
Frederik Koch Scholarship Funds	1.39	
SHAMS Student Activities Reimbursement	81.68	
SHAHS Student Activities Reimbursement	55.97	
MS Student Obligation	10.64	
Hurricane Creations Activity Account	8.73	
Postage	6.00	
	21,702.84	21,702.84
Interest		1,108.38
		\$ 180,434.29

PLGIT ACCOUNT

Commonwealth of PA:		
Special Education Subsidy	115,852.00	
Driver Education Subsidy	1,050.00	
Title I	17,439.71	
Title II	3,221.29	
Title VI	714.29	
	138,277.29	\$ 138,277.29
Local Taxes:		
EIT - Berkheimer	35,701.10	
LST - Berkheimer	15.99	
	35,717.09	35,717.09
Interest		2,849.87
		\$ 176,844.25

**SCHUYLKILL HAVEN AREA SCHOOL DISTRICT
REALTY TRANSFER TAX REPORT
JANUARY 2018**

REALTY TRANSFER TAX	\$8,073.98
2% COMMISSION	<u>\$161.48</u>
TOTAL DUE	<u><u>\$7,912.50</u></u>