



Board Meeting of the Palmyra Area School District May 10, 2018

Minutes For: Regular School Board Meeting

Roll Call

Board Members Present: Mr. Downey, Ms. Fisher, Mrs. Hudson, Mr. Krikorian, Mr. Putt

Board Members Absent: Mr. Connell, Mr. Fogle, Mr. Geib, Mr. Kreiser

Administrators Present: Lisa Brown, Bernie Kepler, Darcy Brenner-Smith, Kathy Setlock, Wally Popejoy, Tawnjah White

1. MEETING CALLED TO ORDER

Minutes

Mr. Downey called the meeting to order at 6:54 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Mr. Connell

Mr. Downey

Ms. Fisher

Mr. Fogle

Mr. Geib

Mrs. Hudson

Mr. Kreiser

Mr. Krikorian

Mr. Putt

Minutes: 5 present, 4 absent – Connell, Fogle, Geib, Kreiser

4. MOTIONS TO APPROVE ROUTINE BUSINESS:

a. Board Minutes

Motion to approve the minutes of the Board meetings of April 12, 2018, April 26, 2018, and May 3, 2018.

Minutes

Following a motion by Mr. Putt and a second by Mr. Krikorian, the Board unanimously approved the minutes from the April 12, 2018, April 26, 2018 and the May 3, 2018 Board meetings.

b. Transactions

Motion to approve transactions for the month ending April 30, 2018.

Minutes

Following a motion by Mr. Putt and a second by Mrs. Hudson, the Board unanimously approved the transactions for the month ending April 30, 2018.

c. Bills

Motion to approve bills for payment in the amount of \$377,844.04.

Minutes

Following a motion by Mr. Putt and a second by Mr. Krikorian, the Board unanimously approved the bills for payment in the amount of \$377,844.04.

d. Payroll

Motion to approve payroll for May 2018:

Payroll for May 10, 2018 \$849,923.66

Payroll for May 24, 2018: \$842,408.00

Payroll for May 2018: \$1,692,331.66

Minutes

Following a motion by Mr. Putt and a second by Mrs. Hudson, the Board unanimously approved the payroll for May 2018 in the amount of \$1,692,331.66.

e. Cafeteria Report

Motion to approve the cafeteria report for the month ending March 31, 2018.

Minutes

Following a motion by Mr. Putt and a second by Mr. Krikorian, the Board unanimously approved the cafeteria report for the month ending March 31, 2018.

5. PALMYRA PRIDE MOMENT

Recognition of staff and students as noted in the minutes.

Minutes

Recognition of the following Palmyra Area School District students and teachers:

- Mrs. Sandy Kepler and her 3rd grade students for raising money for students adversely affected by Hurricane Maria, and for also helping area families in need by organizing a toy and book collection over the holidays.
- Ms. Kellie Kreider and her 5th grade students for organizing a toy collection over the holidays for families in need, filling a South Londonderry Township Police cruiser.
- 5th grade student Colin Ward for organizing a book drive for students in Philadelphia who may not have quality literature available to them in their school.
- Middle School students for their participation in the Palmyra Area Middle School Makerspace Design Challenge:

Winning Team: Hannah Boltz, Madison Julian, Aidan Mark, Reuel Ryman, and Roman Schelhorn

2nd Place Team: Nitya Patel, Marissa Nicholson, and Heavyn Forney

3rd Place Team: Austin Pease, Nick Early, Isaac Schaeffer, Graham Schaffer, Slate Wenger, Jacob Wagers, and Devin Richard

- High School teacher Susan Stroh and the Cougar Media Club for revitalizing the High School Cougar Media Program.

6. PRESIDENT'S REPORT

Minutes

No report.

7. VISITOR COMMENTS

Robert Huffman

817 N. Forge Road, Palmyra, PA 17078; 717-838-1785

Topic: Proposed Turf Fields

Minutes

Mr. Robert Huffman addressed the Board on matters pertaining to the turf field project.

8. COMMITTEE REPORTS

9. CURRICULUM

a. Minutes - Curriculum Committee

Minutes

The Board reviewed the minutes from the April 26, 2018 Curriculum Committee meeting.

b. Conferences

Motion to approve the following conferences:

- a. Aaron Buckwalter to attend the 2018 Pennsylvania PBS (Positive Behavior Support) Forum in Hershey, PA on May 22-23, 2018 at a district cost of \$75.00 plus the cost of a substitute teacher for 2 days.
- b. Jeffrey Remington to attend the Pennsylvania Science Teachers Association (PSTA) Annual Conference in State College, PA on September 30 to October 1, 2018 at a district cost of \$118.00 plus the cost of a substitute teacher for 1 day. Mr. Remington was asked to be the Keynote speaker.
- c. Andrew Kurtz to attend the Pennsylvania Music Educators Association (PMEA) Annual Conference in Lancaster, PA on April 19-20, 2018 at a district cost of \$180.12 plus the cost of a substitute teacher for 1-1/2 days.
- d. Erin Hicks to attend the 2018 Social and Emotional Learning Conference in Harrisburg, PA on May 9-10, 2018 at a district cost of \$434.75.
- e. *Lauren McGrady to attend the Social and Emotional Learning Conference in Harrisburg PA on May 9-10, 2018 at a district cost of \$399 plus the cost of a substitute teacher for a half day.

Minutes

Following a motion by Mr. Putt and a second by Mrs. Hudson, the Board unanimously approved the conferences as listed.

c. Field Trip

Motion to approve High School Cougar Media News Club students field trip to Washington, DC to visit the Newseum on May 7, 2018 at no cost to the district with the exception of a substitute teacher for 1 day for 2 teachers.

Minutes

Following a motion by Mr. Putt and a second by Ms. Fisher, the Board unanimously approved the field trip as listed.

d. High School Master Schedule

Motion to approve the high school master schedule for 2018-2019 (motion).

Minutes

Following a motion by Mr. Putt and a second by Mrs. Hudson, the Board unanimously approved the high school master schedule for 2018-2019.

*Curriculum item added after the April 26, 2018 Curriculum Committee meeting.

10. STAFFING AND ADMINISTRATION

a. Minutes - Staffing & Administration Committee

Minutes

The Board reviewed the minutes of the Staffing and Administration Committee meetings from April 26, 2018 and May 3, 2018.

b. Board Policies - First Reading

Motion to approve the first reading of the following board policies:

- Policy 827 - Conflict of Interest
- Policy 828 - Fraud (new policy)
- Policy 917 - Parental/Family Involvement (new policy)
- Policy 918 - Title I Parent and Family Engagement (new policy)

Minutes

Following a motion by Mr. Krikorian and a second by Mrs. Hudson, the Board unanimously approved the first reading of the policies as listed.

c. Professional Staff Items

Motion to approve the following professional staff items:

- a. Leave of absence for Samantha Caroway, Learning Support teacher at Pine Street Elementary, from approximately August 27, 2018 through January 1, 2019.
- b. Leave of absence for Jillian Brandt, 2nd grade teacher at Pine Street Elementary, for the 2018-19 school year.

Minutes

Following a motion by Mr. Krikorian and a second by Mr. Putt, the Board unanimously approved the professional staff items as listed.

d. Support Staff Items

Motion to approve the following support staff items:

- a. Intermittent leave of absence for Debra Dickinson, Special Education Aide, effective April 13, 2018 to April 12, 2019.
- b. Emerald Russell as Clerk/Maintenance at an hourly rate of \$15.00, effective May 14, 2018, pending completion of all state and district requirements.
- c. Resignation of William Garner, custodian, effective May 9, 2018.

- d. Lori Brady as Food Services/Human Resources Administrative Assistant (Confidential position) effective July 1, 2018 at an hourly rate of \$17.50.
- e. *Retirement of Valerie Johnson, Middle School Instructional Aide, effective at the end of the 2017-18 school year.
- f. *Retirement of Judith Wagner, Special Education Aide, effective at the end of the 2017-18 school year.
- g. *Leave of absence for Donna Lewis, Special Education Aide, effective May 8, 2018 through the end of the 2017-18 school year.
- h. *Resignation of Jessica Landucci, Monitor/Aide at Lingle Avenue Elementary, effective May 10, 2018.

Minutes

Following a motion by Mr. Krikorian and a second by Ms. Fisher, the Board unanimously approved the support staff items as listed.

e. Spring Coach

Motion to approve Clark Sheaffer as Head Coach for Boys Volleyball for the 2018 Spring season at a salary of \$4,895.

Minutes

Following a motion by Mr. Krikorian and a second by Mrs. Hudson, the Board unanimously approved the spring coach as listed.

*Staffing & Administration items added after the April 26, 2018 and May 3, 2018 Staffing & Administration Committee meetings.

11. FINANCE

a. Minutes - Finance Committee

Minutes

The Board reviewed the minutes of the May 3, 2018 Finance Committee meeting.

b. Renewal of 2018-19 Food Service Management Contract

Motion to renew Food Service Management contract with Nutrition, Inc. for the 2018-19 school year at the following lunch prices (no increase):

- Elementary Lunch Type A - \$2.25
- Secondary Lunch Type A - \$2.35
- Breakfast - \$1.10
- Teacher Lunch - \$3.35

Minutes

Following a motion by Mr. Putt and a second by Mrs. Hudson, the Board unanimously approved the motion to renew the food service management contract with Nutrition, Inc. for the 2018-2019 school year at the following lunch prices (no increases).

- Elementary Lunch Type A - \$2.25
- Secondary Lunch Type A - \$2.35
- Breakfast - \$1.10
- Teacher Lunch - \$3.35

c. Construction Funds

Motion to approve the April 2018 lists of bills for the Construction Funds.

Minutes

Following a motion by Mr. Putt and a second by Mr. Krikorian, the Board unanimously approved the April 2018 lists of bills for construction funds.

d. Budgetary Transfers

Motion to approve the third quarter (January - March 2018) budgetary transfers as submitted by the Director of Business Affairs.

Minutes

Following a motion by Mr. Putt and a second by Ms. Fisher, the Board unanimously approved the third quarter (January-March 2018) budgetary transfers as submitted by the Director of Business Affairs.

e. Lebanon County CTC Budget

Motion to approve the 2018-19 Lebanon County Career and Technology Center budget. (Roll call vote)

Minutes

Following a motion by Mr. Putt and a second by Mrs. Hudson, the Board unanimously approved the 2018-19 Lebanon County Career and Technology Center budget.

Vote Results

Yea:	5	Mr. Downey, Ms. Fisher, Mrs. Hudson, Mr. Krikorian, Mr. Putt
Nay:	0	
Abstain:	0	
Not Cast:	4	

f. Lancaster-Lebanon Public Schools Joint Purchasing Bids

Motion to approve the following 2018-19 Lancaster-Lebanon Public Schools Joint Purchasing Bids:

- a. Copy paper in the amount of \$38,879.10
- b. Instructional supplies in the amount of \$20,070.98
- c. Trainer medical supplies in the amount of \$2,059.77

Minutes

Following a motion by Mr. Putt and a second by Mr. Krikorian, the Board unanimously approved the following 2018-19 Lancaster-Lebanon Public Schools Joint Purchasing Bids:

- a. Copy paper in the amount of \$38,879.10
- b. Instructional supplies in the amount of \$20,070.98
- c. Trainer medical supplies in the amount of \$2,059.77

g. 2017-18 Per Capita Tax Exonerations

Motion to approve exonerations requests for the 2017-18 per capita taxes.

Minutes

Following a motion by Mr. Putt and a second by Mrs. Hudson, the Board unanimously approved the exonerations requests for the 2017-18 per capita taxes.

h. Bank Depositories

Motion to approve the bank depositories for school funds for the 2018-19 school year.

Minutes

Following a motion by Mr. Putt and a second by Mr. Krikorian, the Board unanimously approved the bank depositories for school funds for the 2018-2019 school year.

i. Vision Plan Renewal

Motion to approve renewal of contract with Capital Blue Cross for vision insurance for the 2018-19 fiscal year at a monthly premium of \$3.75 single and \$7.49 family.

Minutes

Following a motion by Mr. Putt and a second by Mrs. Hudson, the Board unanimously approved the renewal of contract with Capital Blue Cross for vision insurance for the 2018-2019 fiscal year at a monthly premium of \$3.75 single and \$7.49 family.

j. 2018-19 General Fund Budget

Motion to approve the 2018-19 General Fund Budget in the amount of \$52,195,668 with real estate mills of 15.1. (Roll call vote)

Minutes

Following a motion by Mr. Putt and a second by Mr. Krikorian, the Board unanimously approved the 2018-19 General Fund budget in the amount of \$52,195,668 with real estate mills of 15.1.

Vote Results

Yea:	5	Mr. Downey, Ms. Fisher, Mrs. Hudson, Mr. Krikorian, Mr. Putt
Nay:	0	
Abstain:	0	
Not Cast:	4	

12. BUILDINGS AND GROUNDS

a. Minutes - Buildings & Grounds Committee

Minutes

The Board reviewed the minutes of the May 3, 2018 Buildings and Grounds Committee meeting.

13. REPORTS

a. Superintendent's Report

Minutes

Mrs. Brown provided her May 2018 Superintendent's report.

b. Student Representative's Report

Minutes

Brock Culver provided the Board with the May 2018 Student Representative's report.

c. Lebanon County Career and Technology Center Report

Minutes

No report.

d. Recreation Commission Report

Minutes

Mr. Downey provided a report on behalf of the Palmyra Parks and Recreation Commission.

e. Intermediate Unit 13 Report

Minutes

No report.

f. Palmyra Area Education Foundation Report

Minutes

No report.

g. Library Report

Minutes

No report.

h. Lebanon County Tax Collection Committee Report

Minutes

No report.

i. Lebanon County Legislative Region Report

Minutes

No report.

j. HACC Lebanon Campus Advisory Committee Report

Minutes

No report.

k. Other Reports

Minutes

No report.

14. COMMUNICATIONS

Minutes

No communications.

15. ADJOURNMENT

Minutes

Following a motion by Mrs. Hudson and a second by Mr. Putt, the Board unanimously voted to adjourn the meeting at 7:39 p.m.


Darcy Brenner-Smith, Board Secretary