



Board Meeting of the Palmyra Area School District

June 14, 2018

Minutes For: Regular School Board Meeting

Roll Call

Board Members Present: Mr. Connell, Mr. Downey, Ms. Fisher, Mr. Geib, Mr. Kreiser, Mr. Krikorian, Mr. Putt

Board Members Absent: Mr. Fogle, Mrs. Hudson

Mr. Fogle arrived at 6:18 PM

Administrators Present: Bernie Kepler, Darcy Brenner-Smith

1. MEETING CALLED TO ORDER

Minutes

Mr. Connell called the meeting to order at 6:03 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: 7 present, 2 absent – Fogle (*arrived at 6:18*), Hudson

4. MOTIONS TO APPROVE ROUTINE BUSINESS:

a. Board Minutes

Motion to approve the minutes of the Board Meeting of May 10, 2018.

Minutes

Following a motion by Mr. Downey and a second by Mr. Putt, the Board unanimously approved the Board Minutes from May 10, 2018.

b. Transactions

Motion to approve transactions for the month ending May 31, 2018.

Minutes

Following a motion by Mr. Putt and a second by Mr. Geib, the Board unanimously approved the transactions for the month ending May 31, 2018.

c. Bills

Motion to approve bills for payment in the amount of \$570,905.08.

Minutes

Following a motion by Mr. Putt and a second by Mr. Downey, the Board unanimously approved the bills for payment in the amount of \$570,905.08.

d. Payroll

Motion to approve payroll for June 2018:

Payroll for June 7, 2018: \$845,828.26

Payroll for June 21, 2018: \$983,000.00

Payroll for June 2018: \$1,828,828.26

Minutes

Following a motion by Mr. Putt and a second by Mr. Krikorian, the Board unanimously approved the payroll for June 2018 in the amount of \$1,828,828.26.

e. Cafeteria Report

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

Minutes

Following a motion by Mr. Putt and a second by Mr. Downey, the Board unanimously approved the cafeteria report for the month ending April 30, 2018.

5. PALMYRA PRIDE MOMENT

Recognition of staff and Campbelltown American Legion as noted in the minutes.

Minutes

Recognition of the following staff who have served the district for many years and are now ending their years in education and service to the district:

- Debra Dickinson - Special Education Aide
- Kate Gardner - Cafeteria
- Alma George - Cafeteria
- Valerie Johnson - Middle School Instructional Aide
- Virginia Lennox - District Office Receptionist
- Rosemary Sargent - Elementary Reading Specialist
- Linda Snyder - Middle School Secretary
- Judith Wagner - Special Education Aide
- Maureen Waltz - Cafeteria

Recognition of the Campbelltown American Legion for their continued support of the Palmyra Area School District by generously donating an American Flag to the High School.

6. PRESIDENT'S REPORT

Minutes

Mr. Connell announced a short executive session following tonight's meeting.

7. VISITOR COMMENTS

- Ashley Zipp, 306 Palm City Park, Annville, PA 17003; 717-376-6246
- Ryan Zimmerman, 1250 Shopes Church Road, Hummelstown, PA 17036; 717-592-8277

Topic: Request for Bus Stop at Aa to Zz Childcare

Minutes

The following individuals addressed the Board regarding a request for a bus stop at Aa to Zz Childcare.

- Ashley Zipp, 306 Palm City Park, Annville, PA 17003; 717-376-6246
- Ryan Zimmerman, 1250 Shopes Church Road, Hummelstown, PA 17036; 717-592-8277

8. COMMITTEE REPORTS

9. CURRICULUM

a. Minutes - Curriculum Committee

Minutes

The Board reviewed the minutes from the May 31, 2018 Curriculum Committee meeting.

b. Conferences

Motion to approve the following conferences:

- a. William McGregor to attend the Pennsylvania Council of Teachers of Mathematics Annual Conference in Harrisburg, PA on August 6-7, 2018 at a district cost of \$176.60.
- b. Kim Grissinger, Amy Mateer, and Nick Swartz to attend the National Tests of Engineering, Aptitude, Mathematics, and Science (TEAMS) competition in Atlanta, GA from June 22-25, 2018 at a district cost of \$600 per teacher.

Minutes

Following a motion by Mr. Fogle and a second by Mr. Krikorian, the Board unanimously approved the conferences as listed.

c. Field Trips

Motion to approve the following field trips:

- a. High School Club Future Business Leaders of America (FBLA) field trip to Baltimore, MD from June 27 - July 1, 2018 for the FBLA National Competition at no cost to the district.
- b. High School Club Envirothon field trip to Camp Swatara in Bethel, PA, Susquehanna University in Selinsgrove, PA, and Camp Mount Luther in Mifflinburg, PA from May 21-23, 2018 for the Environmental Science Competition at no cost to the district.

Minutes

Following a motion by Mr. Fogle and a second by Mr. Putt, the Board unanimously approved the field trips as listed.

10. STAFFING AND ADMINISTRATION

a. Minutes - Staffing & Administration Committee

Minutes

The Board reviewed the minutes of the Staffing and Administration Committee meeting from May 31, 2018.

b. Board Policies - Second Reading and Final Adoption

Motion to approve the second reading and final adoption 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. Geib and a second by Mr. Fogle the Board unanimously approved the second reading and final adoption of the following 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)

c. Board Policies - First Reading

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

- Policy 006 - Meetings
- Policy 828 - Naloxone (new policy)

Minutes

Following a motion by Mr. Geib and a second by Mr. Kreiser, the Board unanimously approved the first reading of policies 006 "Meetings" and 829 "Naloxone." (Board policy number was changed from 828 to 829 due to Fraud policy adopted as noted above.)

d. Board Secretary

Motion to approve Darcy Brenner-Smith as Board Secretary for a 4-year term beginning July 1, 2018 through June 30, 2022.

Minutes

Following a motion by Mr. Geib and a second by Mr. Putt, the Board unanimously approved Darcy Brenner-Smith as Board Secretary for a 4-year term beginning July 1, 2018 through June 30, 2022.

e. Assistant Board Secretary

Motion to approve Beverly Hudson as Assistant Board Secretary for a 4-year term beginning July 1, 2018 through June 30, 2022.

Minutes

Following a motion by Mr. Geib and a second by Mr. Putt, the Board unanimously approved Beverly Hudson as Assistant Board Secretary for a 4-year term beginning July 1, 2018 through June 30, 2022.

f. HACC Lebanon Campus Advisory Board Appointment

Announcement of Gregory Krikorian as Board Representative to the HACC Lebanon Campus Advisory Board.

Minutes

Mr. Gregory Krikorian was announced as Board Representative to the HACC Lebanon Campus Advisory Board.

g. Tax Collection Committee Board Representative

Motion to approve Christine Fisher as Board Representative to the Tax Collection Committee.

Minutes

Following a motion by Mr. Geib and a second by Mr. Putt, the Board unanimously approved Christine Fisher as Board Representative to the Tax Collection Committee.

h. PSBA Voting Delegates

Motion to approve Christine Fisher and Beverly Hudson as PSBA Voting Delegates for the 2018 PSBA Delegate Assembly Meeting.

Minutes

Following a motion by Mr. Geib and a second by Mr. Fogle, the Board unanimously approved Christine Fisher

and Beverly Hudson as PSBA Voting Delegates for the 2018 PSBA Delegate Assembly meeting.

i. Professional Staff Items

Motion to approve the following professional staff items:

- a. Sharon Colpo as Elementary Reading Specialist for the 2018-19 school year at a Master's +15, Step 7 salary of \$58,076, pending completion of all state and district requirements.
- b. Transfer of Carolyn Richards from Special Education Consultant to the Act 93 position of Special Education Supervisor (220 days) beginning with the 2018-19 school year at a salary of \$70,000.
- c. Transfer of Jeffrey Remington from Middle School Science teacher to Middle School STEM teacher (grades 6-8) beginning with the 2018-19 school year.
- d. Transfer of Carolyn Ward from Elementary Computer teacher to Middle School Science teacher (grade 6) beginning with the 2018-19 school year.
- e. Leave of absence for Kelly Hastings, Elementary Art teacher, beginning on or about September 17, 2018 until approximately March 12, 2019.
- f. *Amanda Maulfair as Special Education Consultant for the 2018-19 school year at a Master's +15, Step 8 salary of \$59,202, pending completion of all state and district requirements.
- g. *Lisa Self-Smith as part-time High School Social Studies teacher for the 2018-19 school year at a prorated Master's, Step 10 salary of \$29,654, pending completion of all state and district requirements.
- h. *Jennifer Ebersole as Autistic Support teacher for the 2018-19 school year at a Bachelor's +15, Step 2 salary of \$46,524, pending completion of all state and district requirements.
- i. *Resignation of Kelly Strada as third grade teacher at Lingle Avenue Elementary, effective at the end of the 2017-18 school year.
- j. *Resignation of Danielle Fitting as Elementary Emotional Support teacher at Northside Elementary, effective at the end of the 2017-18 school year.

Minutes

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

j. Support Staff Items

Motion to approve the following support staff items:

- a. Leave of absence for Michele Black, Lingle Avenue Classroom Aide/Monitor, from April 11, 2018 through May 29, 2018.
- b. Promotion of Catherine Williams, High School Guidance Secretary, to Clerical II effective July 1, 2018 at an hourly rate of \$17.37.
- c. Promotion of Emily Scipioni, High School Attendance Secretary, to Clerical II effective July 1, 2018 at an hourly rate of \$16.61.
- d. Promotion of Daniel Epler to Maintenance II effective July 1, 2018 at an hourly rate of \$19.14.
- e. *Termination of Bernard Pedreira as Evening Custodian, effective May 8, 2018.
- f. *Resignation of Debra Dickinson, Special Education Aide, effective at the end of the 2017-18 school year.

Minutes

Following a motion by Mr. Geib and a second by Mr. Fogle, the Board unanimously approved the support staff items as listed.

k. Pay Adjustments

Motion to approve pay adjustments to the mid-point of the wage range effective July 1, 2018 for the following support staff employees with five years of employment and successful completion of competency testing for the applicable position:

- a. David Stong, Custodian
- b. LaDawn Buck, Instructional Aide
- c. Jennifer Geist, Classroom Aide/Monitor Aide
- d. Pamela Holl, Special Education Aide
- e. Kathleen Kelly, Classroom Aide/Monitor Aide
- f. Tracie Snyder, Administrative Assistant for Payroll & Accounting
- g. Jennifer Hauck, Middle School Secretary
- h. Catherine Williams, High School Guidance Secretary

Minutes

Following a motion by Mr. Geib and a second by Mr. Krikorian, the Board unanimously approved the pay adjustments to the mid-point of the wage range effective July 1, 2018 for the support staff listed with five years of employment and successful completion of competency testing for the applicable position.

i. Coach Resignation

Motion to approve the resignation of Jill Brandt as Girls HS Basketball Assistant Coach, effective May 4, 2018.

Minutes

Following a motion by Mr. Geib and a second by Mr. Putt, the Board unanimously approved the resignation of the coach as listed.

m. Weight Room Supervisor

Motion to approve Chris Pope as the Summer Weight Room Supervisor for 2018 at a salary of \$1,715.

Minutes

Following a motion by Mr. Geib and a second by Mr. Putt, the Board unanimously approved the weight room supervisor as listed.

n. Foreign Exchange Student

*Motion to approve Yuan Jia Ying as a High School foreign exchange student from China for the 2018-19 school year.

Minutes

Following a motion by Mr. Geib and a second by Mr. Fogle, the Board unanimously approved Yuan Jia Ying as a High School foreign exchange student from China for the 2018-19 school year.

*Staffing and administration items added after the May 31, 2018 Staffing & Administration Committee meeting.

11. FINANCE

a. Minutes - Finance Committee

Minutes

The Board reviewed the minutes from the May 31, 2018 Finance Committee meeting.

b. Construction Funds

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

Minutes

Following a motion by Mr. Putt and a second by Mr. Fogle, the Board unanimously approved the May 2018 lists of bills for Construction Funds.

c. Lancaster-Lebanon Public Schools Joint Purchasing Bids

Motion to approve the following 2018-2019 Lancaster-Lebanon Public Schools Joint Purchasing bids:

- a. Instructional Art Supplies in the amount of \$19,988.38
- b. Technology Education Supplies in the amount of \$13,718.60

Minutes

Following a motion by Mr. Putt and a second by Mr. Krikorian, the Board unanimously approved the 2018-2019 Lancaster-Lebanon Public Schools Joint Purchasing bids as listed.

d. Special Education Contracts

Motion to approve the following 2018-19 Special Education contracts:

- a. Yellow Breeches tuition contract in the amount of \$133,052 for four placements, including transportation
- b. Therabilities in the amount of \$141,358
- c. Merakey (formerly NHS School) in the amount of \$28,800
- d. IU13 Lebanon Consortium Contract in the amount of \$211,538
- e. IU13 Lancaster Consortium Contract in the amount of \$361,295
- f. CAIU Hearing Support Services (New Story student) in the amount of \$18,285
- g. *PETS Provider Agreement (Pre-employment Transition Services) with the Pennsylvania Office of Vocational Rehabilitation.

Minutes

Following a motion by Mr. Putt and a second by Mr. Fogle, the Board unanimously approved the special education contracts as listed.

e. Insurance Policy Renewals

Motion to approve the following 2018-19 insurance policy renewals:

- a. Workers Compensation with PSBA at a premium of \$87,287
- b. Renewal package for Property/Liability, Automobile, Umbrella, Privacy/Network/Cyber Liability and Errors & Omissions Insurance with the PSBA Insurance Program with premiums in the amount of \$147,042.
- c. Insurance renewal with United States Fire Insurance Company in the amount of \$22.50 for school hours coverage and \$90.00 for 24-hour coverage for Student Accident Insurance.

Minutes

Following a motion by Mr. Putt and a second by Mr. Kreiser, the Board unanimously approved the insurance policy renewals as listed.

f. Apple Leases

Motion to authorize the appropriate officers of the Board and District to execute all appropriate documents to take all appropriate action for the Master Lease Purchase Agreement with Apple, Inc. for equipment schedules comprised of \$780,000 for a 4-year term at 1.90% and \$94,080 for a 3-year term at 1.90%.

Minutes

Following a motion by Mr. Putt and a second by Mr. Fogle, the Board unanimously approved the Master Lease Agreement with Apple, Inc. for equipment schedules comprised of \$780,000 for a 4-year term at 1.90% and \$94,080 for a 3-year term at 1.90%.

g. 2018-19 General Fund Budget

Motion to approve the 2018-19 Palmyra Area School District General Fund Budget in the amount of \$52,071,152 with a Real Estate Tax of 14.985 mills. (Roll call vote)

Minutes

Following a motion by Mr. Putt and a second by Mr. Krikorian, the Board approved the 2018-19 Palmyra Area School District General Fund Budget in the amount of \$52,071,152 with a Real Estate Tax of 14.985 mills by a vote of 7-1 with Mr. Downey casting the nay vote.

Vote Results

| | | |
|-----------------|----------|--|
| Yea | 7 | Mr. Connell, Ms. Fisher, Mr. Fogle, Mr. Geib, Mr. Kreiser, Mr. Krikorian, Mr. Putt |
| Nay | 1 | Mr. Downey |
| Abstain | 0 | |
| Not Cast | 1 | Mrs. Hudson |

h. Homestead and Farmstead Exclusions

Motion to approve the Resolution Implementing Homestead and Farmstead Exclusions for the 2018-19 Fiscal Year of the Palmyra Area School District as required under the Taxpayer Relief Act.

Minutes

Following a motion by Mr. Putt and a second by Mr. Downey, the Board unanimously approved the Resolution Implementing Homestead and Farmstead Exclusions for the 2018-19 fiscal year of the Palmyra Area School District as required under the Taxpayer Relief Act.

*Finance item added after the May 31, 2018 Finance Committee meeting.

12. BUILDINGS AND GROUNDS

a. Minutes - Buildings & Grounds Committee

Minutes

The Board reviewed the minutes from the May 31, 2018 Buildings and Grounds Committee meeting.

b. Change Order Number 2

Motion to approve Change Order Number 2 from eci Construction, Inc. in the amount of \$41,233.00.

Minutes

Following a motion by Mr. Downey and a second by Mr. Putt, the Board unanimously approved Change Order Number 2 from eci Construction, Inc. in the amount of \$41,233.00.

c. Stormwater Injection Wells - Phase 2 Proposal

*Motion to approve phase two from the ARM Group, Inc. proposal to conduct siting for stormwater injection wells at Palmyra Middle School at an estimated cost of \$17,000.

Minutes

Following a motion by Mr. Downey and a second by Mr. Krikorian, the motion to approve phase two from the ARM Group, Inc. proposal to conduct siting for stormwater injection wells at Palmyra Middle School at an estimated cost of \$17,000 was on the floor for discussion. Following this discussion, the motion was tabled with a unanimous vote following a motion by Mr. Downey and a second by Mr. Putt.

d. Stormwater Injection Wells - Phase 3 Proposal

*Motion to approve phase three from the ARM Group, Inc. proposal for well drilling and testing of the proposed locations for new injection wells at Palmyra Middle School at an estimated cost of \$25,000 to \$80,000.

Minutes

Following a motion by Mr. Downey and a second by Mr. Krikorian, the motion to approve phase three from the ARM Group, Inc. proposal for well drilling and testing of the proposed locations for new injection wells at Palmyra Middle School at an estimated cost of \$25,000 to \$80,000 was tabled unanimously,

*Buildings & Grounds items added after the May 31, 2018 Building & Grounds Committee meeting.

13. REPORTS

a. Superintendent's Report

Minutes

A Superintendent's Board report for June 2018 was provided to the Board.

b. Student Representative's Report

Minutes

No report.

c. Lebanon County Career and Technology Center Report

No report.

d. Recreation Commission Report

Minutes

Mr. Downey provided the Board with a report on the Palmyra Recreation Commission.

e. Intermediate Unit 13 Report

<https://youtu.be/JNImP5ZzcKo>

Minutes

Mr. Fogle provided a report on behalf of the Intermediate Unit #13 Board of Directors.

f. Palmyra Area Education Foundation Report

g. Library Report

Minutes

Mr. Geib provided the Board with an update on behalf of the Palmyra Public Library.

h. Lebanon County Tax Collection Committee Report

Minutes

Mr. Krikorian provided a report on behalf of the Lebanon County Tax Collection Committee's May 16, 2018 meeting.

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

The Board was provided with two communications from a district resident and district teacher.

15. ADJOURNMENT

Minutes

Following a motion by Mr. Downey and a second by Mr. Kreiser the meeting unanimously adjourned at 7:51 p.m.



Darcy Brenner-Smith, Board Secretary