

WHITEHALL-COPLAY SCHOOL DISTRICT

School Board Meeting

May 7, 2018

AGENDA

WELCOME

The audience participation portion of the agenda is the appropriate time for members of the audience to ask questions or address the Board. Audience members are encouraged to review the agenda items and ask any questions at this time. Discussion on other matters before the Board is limited to the elected School Board Directors. Questions or public input will not be permitted during the Board discussion and voting on individual motions.



MISSION

The Mission of the Whitehall-Coplay School District is to serve the diverse community by providing educational opportunities designed to challenge students to strive for personal excellence and responsible citizenship.

WHITEHALL-COPLAY SCHOOL DISTRICT

May 7, 2018

A G E N D A

CALL TO ORDER

PLEDGE OF ALLEGIANCE TO THE FLAG

ATTENDANCE (ROLL CALL)

NOTICE OF EXECUTIVE SESSION(S)

MINUTES OF PREVIOUS MEETINGS

RECOGNITIONS AND PRESENTATIONS

Student Council Presentation
Steckel Presentation – Mrs. Nicholas

CORRESPONDENCE TO THE BOARD

CLIU #21 Ballots

PUBLIC PARTICIPATION

FISCAL REPORT

Treasurer's Report
Approve Bills and Salaries

EXECUTIVE COMMITTEE MATTERS

Approve Appointment to LCCC Board of Trustees
Elect Treasurer of the Board of Education
Approve Middle School Resource Officer Agreement

FINANCE COMMITTEE MATTERS

Adoption of Proposed Final 2018-2018 General Fund Budget
Appoint Fox Rothschild LLP as WCSD Solicitor
Approve Per capita Tax Exonerations and/or Tax Refunds
Approve the Insurance of General obligation Bonds
Approve Photocopier and Software Agreements with Edwards Business Systems

WHITEHALL-COPLAY SCHOOL DISTRICT

May 7, 2018

EDUCATION/STUDENT ACTIVITIES COMMITTEE MATTERS

Approve District Summer School Program
Approve Field Trip
Policy Revisions – First Reading

OPERATION/TRANSPORTATION COMMITTEE MATTERS

Approve Resolution to participate in CLIU Technology in Education Consortium
Approve CLIU Driver Education Contract Agreement
Approve Camp Whitehall Bus Request
Approve Construction Manager Services Agreement
Authorize District Superintendent to Execute Change Orders for the Whitehall-Coplay Middle School Project
Approve Addendum to master Architectural Agreement

ADMINISTRATIVE MATTERS

Approve Retirements/Resignations
Approve FMLA Leaves
Approve FMLA and Concurrent Childrearing Leave
Approve Uncompensated Leave
Approve ESY Teacher
Approve District Summer School Teachers
Approve District Summer Reading Enrichment Program Teachers
Approve District Summer Enrichment Program Teachers
Approve Appointments
Approve Summer Maintenance Employment
Approve Substitute Personnel
Approve Tutorial Agreements with National Hospital for Kids in Crisis
Approve Affidavits

SUPERINTENDENT'S REPORT

PTO Plus Report

UPCOMING MEETING DATES

OTHER MATTERS/INFORMATION ITEMS

ADJOURNMENT

WHITEHALL-COPLAY SCHOOL DISTRICT

**School Board Meeting Agenda
Monday, May 7, 2018– 7:00 p.m.**

1. **CALL TO ORDER.....** President Mr. Grim

2. **PLEDGE OF ALLEGIANCE TO THE FLAG**

3. **ATTENDANCE (ROLL CALL)**

The meeting is called to order at _____ p.m. by the President, Mr. Grim _____.
Present are: Mr. Eberhart ____, Mr. Fonzone ____, Mrs. Gaugler ____, Mrs. Koren ____,
Mr. Leiner ____, Mr. Shields ____, Mr. Taschler ____, and Mr. Williams ____.
Also present are Dr. Hackett ____, Mr. Schiffert ____, Mr. Malay ____, and
Attorney Sultanik _____.

4. **NOTICE OF EXECUTIVE SESSION(S)**

A. Monday, May 7, 2018, 6:00 p.m. for discussion of personnel and legal matters.

5. **MINUTES OF PREVIOUS MEETINGS**

A. The minutes of the April 9, 2018 School Board Meeting be approved as presented.

B. The minutes of the April 23, 2018 Education/Student Activities Committee,
Operations/Transportation Committee and Finance/Personnel Committee meetings be
approved as presented.

Moved: _____; Seconded _____,
Vote: Yes _____, No _____, Abstention _____, Absent _____.

6. **RECOGNITIONS AND PRESENTATIONS**

A. Student Council President/Vice President – Martin Labib, Vice President

B. Steckel presentation – Mrs. Nicholas

7. **CORRESPONDENCE TO THE BOARD**

A. CLIU #21 Ballots – Election of CLIU Board Members

8. PUBLIC PARTICIPATION

9. FISCAL REPORT

A. Treasurer's Report:

Accept the report of the Treasurer as follows: (Attachment A)

Balance as of 4/1/18	\$ 696,237.13
Receipts	\$ 1,835,901.00
Investments Matured	\$ <u>2,070,000.00</u>
Total Cash Available	\$ 4,602,138.13
Expenses	\$ 3,932,547.04
Funds Invested	\$ <u>500,000.00</u>
Cash Balance as of 4/30/18	\$ 169,591.09

B. Approve Bills And Salaries:

Approve the bills and salaries for the various funds. (Attachment B)

1. General Fund
2. Cafeteria Fund
3. Capital Projects Fund
4. Capital Reserve Fund

Roll Call

Moved: _____; Seconded _____,
Vote: Yes ____, No ____, Abstention ____, Absent ____.

10. EXECUTIVE COMMITTEE MATTERS

A. Approve Appointment to LCCC Board of Trustees:

Approve the appointment of Arthur F. Taschler, Jr. as the Whitehall-Coplay School District's representative on the Board of Trustees of Lehigh Carbon Community College from July 1, 2018 through June 30, 2024.

Moved: _____; Seconded _____,
Vote: Yes _____, No _____, Abstention _____, Absent _____.

10. EXECUTIVE COMMITTEE MATTERS - continued

B. Elect Treasurer of the Board of Education:

The Chair will entertain nominations for the Office of Treasurer of the Board of Education for a one-year term from July 1, 2018 to June 30, 2019.

- 1. _____ nominates _____
- 2. _____ nominates _____

A motion by _____, seconded by _____, to close nomination.

Roll call for election of Treasurer of the Board of Education

<u>Member</u>	<u>Candidate 1</u>	<u>Member</u>	<u>Candidate 2</u>
1. O. Eberhart, Jr.	_____	1. O. Eberhart, Jr.	_____
2. W. Fonzone, Sr.	_____	2. W. Fonzone, Sr.	_____
3. P. Gaugler	_____	3. P. Gaugler	_____
4. W. Grim	_____	4. W. Grim	_____
5. T. Koren	_____	5. T. Koren	_____
6. W. Leiner, Jr.	_____	6. W. Leiner, Jr.	_____
7. J. Shields	_____	7. J. Shields	_____
8. A. Taschler, Jr.	_____	8. A. Taschler, Jr.	_____
9. G. Williams	_____	9. G. Williams	_____

_____ is hereby elected Treasurer of the Board of Education effective July 1, 2018.

C. Approve Middle School Resource Office Agreement:

Approve the agreement between the Whitehall-Coplay School District and Whitehall Township to provide a School Resource Officer (SRO) for the Whitehall-Coplay Middle School subject to administration and solicitor approval. (Attachment C)

Roll Call

Moved: _____; Seconded _____,
Vote: Yes ____, No ____, Abstention ____, Absent ____.

11. FINANCE COMMITTEE MATTERS

A. Adoption of Proposed Final 2018-2019 General Fund Budget:

Adopt the Proposed Final 2018-2019 General Fund Budget of the Whitehall-Coplay School District in the total amount of \$70,416,225 an increase of 4.10% from the prior year. The Proposed Final Budget as prepared balances revenues with projected expenditures, utilizing fund balance, at a tax rate of 17.2232 mills an increase of 3.80% from the prior year. (Attachment D)

Upon adoption, this Proposed Final Budget will be advertised and publicly displayed in accordance with the PA School Code and Act 1 of 2006 which will permit for its Final adoption no later than June 30, 2018.
(Act 1 of 2006, Public School Code, Sec. 687)

Roll Call

Moved: _____; Seconded _____,
Vote: Yes _____, No _____, Abstention _____, Absent _____.

B. Appoint Fox Rothschild LLP as Whitehall-Coplay School District Solicitor:

Motion to appoint Fox Rothschild LLP as Solicitor for the Whitehall-Coplay School District for the time period of July 1, 2018, through June 30, 2019, based upon the following: (Attachment E)

1. A retainer of \$19,500.00 per year.
2. A base hourly rate of \$185.00.
3. Alternate rates in accordance with attached Engagement Letter.
4. Rates as established by the insurance carrier where Fox Rothschild LLP is an approved provider.
5. Motion to approve the HIPAA Business Associate Agreement between the District and Fox Rothschild LLP as the result of Fox Rothschild LLP handling cases that involve protected health information on behalf of the District.

Roll Call

Moved: _____; Seconded _____,
Vote: Yes _____, No _____, Abstention _____, Absent _____.

C. Approve Per Capita Tax Exonerations and/or Tax Refunds:

1. Authorize refund of the attached Whitehall-Coplay School District Per Capita and/or Real Estate Taxes in the amount of and for the reasons stated.
(Attachment F)

Roll Call

Moved: _____; Seconded _____,
Vote: Yes _____, No _____, Abstention _____, Absent _____.

11. FINANCE COMMITTEE MATTERS - continued

D. Approve the Issuance of General Obligation Bonds:

Approve a resolution authorizing the issuance of bonds in the amount of up to \$5,000,000 for purposes of the financing of the roof restoration, repairs and interior alterations to Whitehall-Coplay Middle School; upgrades to the athletic facility including, without limitation, a new scoreboard for the football stadium; a fiber optic network extension project; and alterations and renovations to the Whitehall High School. (Attachment G)

Roll Call

Moved: _____; Seconded _____,
Vote: Yes _____, No _____, Abstention _____, Absent _____.

E. Approve Photocopier and Software Agreements with Edwards Business Systems:

Approve a lease and maintenance agreement for eighteen (18) photocopiers and an agreement for PaperCut Software with Edwards Business Systems pursuant to the agreement subject to administration and solicitor approval.
(Co-Stars contract # 001-010) (Attachment H)

Roll Call

Moved: _____; Seconded _____,
Vote: Yes _____, No _____, Abstention _____, Absent _____.

12. EDUCATION/STUDENT ACTIVITIES COMMITTEE MATTERS

A. Approve District Summer School Program:

Approve the following District Summer School Program:

Summer school course offerings for students in Whitehall-Coplay Middle School and Whitehall High School as make-up courses for students failing course offerings during the school year. The cost of summer school courses shall be borne by the students on a tuition basis. Costs are as follows:

Physical Education - \$115
Health Education - \$115
All other courses - \$225

Roll Call

Moved: _____; Seconded _____,
Vote: Yes _____, No _____, Abstention _____, Absent _____.

12. **EDUCATION/STUDENT ACTIVITIES COMMITTEE MATTERS – continued**

B. Approve Field Trip Request:

Approve the following field trip request:

Jennifer Bodnar, SADD Club Advisor at the High School, and Steve Piston, SADD Club advisor at the Middle School request permission for the SADD Clubs to travel to the State Capital Building in Harrisburg for the Anti-Tobacco Summit – Harrisburg, PA on Tuesday, May 1, 2018. Cost to district: none.

Erik Kloiber, Computer Club Advisor at the Middle School, requests permission for the Computer Club to travel to the State Capital Building in Harrisburg for the Technology Fair – Harrisburg, PA, PA on Monday, April 30, 2018. Cost to District: 1 substitute teacher and transportation for 3 students.

Mr. Donald Ryan, music teacher, requests permission for the Whitehall-Coplay Middle School Band and Chorus students (approximately 150 in group) to attend and participate in a musical and choral activity in Hershey Park, Hershey, PA on Saturday May 19, 2018. Cost to district: Transportation (5) buses

Moved: _____; Seconded _____,
Vote: Yes _____, No _____, Abstention _____, Absent _____.

C. Policy Revision - First Reading:

The following policy has been submitted as a first reading by the Education/Student Activities Committee. (Attachment I)

Section: Programs
Title: Nondiscrimination in School and Classroom Practices
Number: 103

Section: Programs
Title: Nondiscrimination in Employee Practices
Number: 104

Section: Programs
Title: Curriculum
Number: 105

Section: Programs
Title: Language Instruction Education Program for English Learners
Number: 138

12. EDUCATION/STUDENT ACTIVITIES COMMITTEE MATTERS – continued

C. Policy Revision - First Reading - continued:

Section: Pupils
Title: Foreign Exchange Students
Number: 239

Section: Employees
Title: Employment of Superintendent/Assistant Superintendent
Number: 302

Section: Community
Title: Public Complaint Procedures
Number: 906

Roll Call

Moved: _____; Seconded _____,
Vote: Yes _____, No _____, Abstention _____, Absent _____.

13. OPERATIONS/TRANSPORTATION COMMITTEE MATTERS

A. Approve the Resolution to Participate in the CLIU Technology in Education Legal Counsel Consortium:

Approve the Resolution to participate in the CLIU Technology in Education Legal Counsel Consortium for the 2018-2019 fiscal year, as per the terms and conditions outlined in the attachment. (Attachment J)

Roll Call

Moved: _____; Seconded _____,
Vote: Yes _____, No _____, Abstention _____, Absent _____.

B. Approve CLIU Driver Education Contract Agreement:

Approve the Agreement between Carbon Lehigh Intermediate Unit #21 and the Whitehall-Coplay School District to provide a student-fee based Driver Education Program as outlined in the attachment effective July 1, 2018 to June 30, 2019. (Attachment K)

Roll Call

Moved: _____; Seconded _____,
Vote: Yes _____, No _____, Abstention _____, Absent _____.

13. OPERATIONS/TRANSPORTATION COMMITTEE MATTERS - continued

C. Approve Camp Whitehall Bus Request:

Approve the request from Mr. Michael P. Harakal, Jr., Mayor for the Township of Whitehall, on behalf of the Whitehall Township Recreation Department, to utilize three (3) District buses for the Camp Whitehall Program. Buses will be utilized from June 18, 2018 through August 10, 2018. Ridership is limited to residents of the Whitehall-Coplay School District. (Attachment L)

Roll Call

Moved: _____; Seconded _____,
Vote: Yes _____, No _____, Abstention _____, Absent _____.

D. Approve Construction Manager Services Agreement:

Approve the Construction Manager Services Agreement between D'Huy Engineering, Inc. and the Whitehall-Coplay School District to provide construction manager services to the Middle School renovation project subject to administration and solicitor approval. (Attachment M)

Roll Call

Moved: _____; Seconded _____,
Vote: Yes _____, No _____, Abstention _____, Absent _____.

E. Authorize District Superintendent to Execute Change Orders for the Whitehall-Coplay Middle School Project:

Approve a resolution authorizing the District Superintendent to execute change orders for the Whitehall-Coplay Middle School Project. (Attachment N)

Roll Call

Moved: _____; Seconded _____,
Vote: Yes _____, No _____, Abstention _____, Absent _____.

F. Approve Addendum to Master Architectural Agreement:

Approve the addendum to the Master Architectural Agreement with Breslin, Ridyard and Fadero Architects for the Whitehall High School Temporary Secure Vestibule as per exhibit B-006. (Attachment O)

Roll Call

Moved: _____; Seconded _____,
Vote: Yes _____, No _____, Abstention _____, Absent _____.

14. **ADMINISTRATIVE MATTERS**

A. Approve Retirement/Resignation:

Approve the following retirement/resignation:

Elizabeth Burnett, Marching Band Colorguard Instructor, effective at the end of the 2017-2018 school year. (resignation)

B. Approve FMLA Leaves:

Approve FMLA leave for the following:

Employee # 038290, Teacher at the High School, effective April 4, 2018 and not to exceed twelve (12) weeks.

C. Approve FMLA Leave and Concurrent Childrearing Leave:

Approve FMLA leave and concurrent childrearing leave for the following:

Employee #005070, teacher at Steckel Elementary School, effective August 27, 2018 and not to exceed twelve (12) weeks and concurrent childrearing leave not to exceed one and one half (1 1/2) years.

D. Approve Uncompensated Leave:

Approve Uncompensated Leave for the following:

Employee #010138, Paraeducator, Gockley Elementary, effective March 29, 2018 and not to exceed one (1) year.

Employee # 004455, Secretary, District Office, effective April 23, 2018
And not to exceed sixty (60) days.

Employee #004865, Paraeducator, Steckel Elementary/Middle School, effective April 24, 2018 and not to exceed one (1) year.

Employee #008028, Cafeteria, High School, effective April 25, 2018 and not to exceed one (1) year.

Employee #004626, Paraeducator, Zephyr Elementary School, effective May 17, 2018 and not to exceed one (1) year.

14. ADMINISTRATIVE MATTERS – continued

E. Approve ESY Teacher:

Approve the following teacher(s) for the summer 2018 Extended School Year Program, compensation not to exceed 75 hours. IDEA Grant Funds:

Lauren Santayana - \$36.00/hour WCEA Contract Rate

Roll Call

Moved: _____; Seconded _____,
Vote: Yes _____, No _____, Abstention _____, Absent _____.

F. Approve District Summer School Teachers:

Approve the following teachers for the district summer school program at the hourly contract rate of \$36.00. (Funded through student tuition)
June 25 through July 27, 2018 - Compensation not to exceed 120 hours.

Middle School

<u>Teacher</u>	<u>Class</u>
Sharon Gumhold	Mathematics
Rhiannon Sorrentino	English/Language Arts
Samantha Neas	Science
Stephen Piston	Elementary Math/Language Arts
Morgan Kelly	Elementary Math/Language Arts

High School

<u>Teacher</u>	<u>Class</u>
Alicia Blick	Special Education

Roll Call

Moved: _____; Seconded _____,
Vote: Yes _____, No _____, Abstention _____, Absent _____.

14. ADMINISTRATIVE MATTERS – continued

G. Approve District Summer Reading Enrichment Program Teachers:

Approve the following teachers for the Summer Reading Program, a Reading enrichment course, at the hourly contract rate of \$36.00. (Funded through a Title I Grant - July 31 through August 16, 2018.) Compensation not to exceed 25 hours.

Angelica Grube, Betsy Herb, Christine Young - **Incoming Kindergarten**
Hana Nanoah, Kaitlin Sauerzopf – **Rising 1st Graders**
Samantha Solomon, Lauren Santayana, Amanda Woolslayer – **Rising 2nd Graders**
Bethany Koenig, Amanda Mast, Jane Razzis – **Rising 3rd Graders**
Erin Reichenbach, Morgan Kelly - **Substitutes**

Roll Call

Moved: _____; Seconded _____,
Vote: Yes _____, No _____, Abstention _____, Absent _____.

H. Approve District Summer Enrichment Program Teachers:

Approve the following teachers for the district’s summer STEAM Camp, Creation Station, at the hourly contract rate of \$36.00. (Funded through student tuition) July 9 through July 12, 2018. Compensation not to exceed 16 hours.

Andrew Fehnel
Anthony Pangaio
Frank Piff
David Stauffer

Roll Call

Moved: _____; Seconded _____,
Vote: Yes _____, No _____, Abstention _____, Absent _____.

I. Approve Appointments:

Appoint the following, upon the recommendation of the Administration, pending receipt of all credentials and clearances:

<u>Name</u>	<u>Assignment</u>	<u>Proposed Rate</u>	<u>Effective Date</u>
LONG TERM SUBSTITUTE (45-89 DAYS)			
Miranda Dangler	Middle School Librarian	\$150.00	3/26/2018

(Replacing employee # 008800 – FMLA and Concurrent Childrearing Leave)

14. ADMINISTRATIVE MATTERS – continued

I. Approve Appointments - continued:

<u>Name</u>	<u>Proposed Assignment</u>	<u>Effective Rate</u>	<u>Date</u>
PARAPROFESSIONAL			
Constance Henninger	Middle School 8 th Grade Inclusion	\$18.34 27.5hrs/weekly	5/10/2018
(Replacing Jazlee Figueroa - resigned)			
ASSISTANT COOK			
Jennifer Hahn	Middle School	\$19.36 29.75hrs./weekly	5/8/2018
(Replacing Cindy Bankos - retired)			
BUS AIDE			
Calie Albitz	District Wide	\$11.67 part time	5/7/2018
(New position)			
Joseph Jacob	District Wide	\$11.67 part time	5/7/2018
(New position)			

Roll Call

Moved: _____; Seconded _____,
Vote: Yes _____, No _____, Abstention _____, Absent _____.

14. ADMINISTRATIVE MATTERS – continued

J. Approve Summer Maintenance Employment:

Authorize maintenance employment of the following temporary personnel for the summer months at a rate of \$8.00 per hour, effective on or after May 1, 2018 pending receipt of all credentials and clearances.

1. Brett Girardi
2. Winifred Kern
3. David Laky
4. Daniel Lindenmuth
5. Jarrod Miller
6. Nicholas Rackus
7. Edward Harrich
8. Bret Legath
9. Baby Girl Padilla

Roll Call

Moved: _____; Seconded _____,
Vote: Yes _____, No _____, Abstention _____, Absent _____.

K. Approve Substitute Personnel:

Approve the attached list of substitute personnel for the 2017-2018 school year. (Attachment P)

L. Approve Tutorial Agreements with National Hospital for Kids in Crisis:

Approve the Tutorial Agreements between Whitehall-Coplay School District and the National Hospital for Kids in Crisis for the provision of education services for resident pupils. (Attachment Q)

M. Approve Affidavits:

Approve the following affidavits in order that the students may attend the Whitehall-Coplay School District during the 2017- 2018 school year: (Attachment R)

Roll Call

Moved: _____; Seconded _____,
Vote: Yes _____, No _____, Abstention _____, Absent _____.

15. SUPERINTENDENT'S REPORT

1. PTO - Plus Report

16. UPCOMING MEETING DATES

Tuesday	May 29	Committee Meetings: Operations/Transportation Finance/Personnel/Budget Education/Student Activities	4:00 p.m.
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Monday	June 11	School Board Meeting	7:00 p.m.
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Monday	June 25	Committee Meetings Education/Student Activities Operations/Transportation Finance/Personnel	4:00 p.m.
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17. OTHER MATTERS/INFORMATION ITEMS

18. ADJOURNMENT

A motion by _____, seconded by _____, to adjourn. The meeting adjourned at _____ p.m.

Lorie D. Hackett
Superintendent of Schools