The Tuesday Board Report
January 9, 2017

Disclaimer: The Tuesday Board Report is a synopsis of the Hampton Township School Board meetings and is not intended as a replacement for any official Board minutes.
The Hampton Township Board of School Directors

Bryant Wesley II, Esq.  Board President
Mrs. Mary Alice Hennessey  Board Vice President/Student Affairs Chair
Mr. Robert Shages  Board Treasurer/Policy & Legislative Affairs Chair
Ms. Denise Balason  Board Secretary/Facilities Chair
Mrs. Pamela Lamagna  Personnel Chair
Mrs. Gail Litwiler  Educational Programs Chair
Mr. Lawrence Vasko  Finance Chair
Mr. Greg Stein  Technology Chair
Mrs. Cathy Lueers  Transportation Chair

** Denotes members participating via teleconference call/video.
*Denotes members not in attendance.

Members of Administration in Attendance

Dr. Michael Loughead  Superintendent of Schools
Dr. Rebecca Cunningham  Assistant Superintendent of Schools
Mr. Jeff Kline  Director of Administrative Services
Ms. Shari Berg  Public Relations Consultant
Mr. Rick Farino  Supervisor of Buildings and Grounds
Mr. Ed McKaveney  Director of Technology
Dr. Marguerite Imbarlina  High School Principal
Dr. Jacquelyn Remvcik  Curriculum Director
Monday, January 9, 2017
Dr. Harold Sarver Memorial Library at HMS
Board Voting Meeting

PUBLIC COMMENT

The Board provides the opportunity for members of the public to address the Board about issues appearing on the agenda, as well as issues affecting the District. In accordance with Policy No. 903, individuals wishing to address the Board will be asked to state their name, address and group affiliation, if applicable.

- Mark Farabaugh (district resident) indicated he had a question pertaining to the Comprehensive Annual Financial Report (CAFR) on the Finance Agenda. Mr. Wesley requested he hold his question until the Financial Agenda later in the meeting.

SPECIAL ANNOUNCEMENT

Dr. Loughead notified the public that the District was conducting a test this evening of the new remote participation tools (for video and sound) to ensure that it was working correctly.

STUDENT AFFAIRS

CONSIDERATION FOR BOARD ACTION:

Out-of-State/Overnight Field Trip Requests

- HHS Forensics Club to PA High School Speech League
Discussion: Approval was requested for the forensics club to attend this tournament, which will be held from March 16-18. 2017 at Bloomsburg University in Bloomsburg, PA at a cost to the District not to exceed $600.
• **HHS Competitive Cheerleading Club trip to UCA National High School Cheerleading Championship**

Discussion: Approval was requested for the club to attend this competition which will be held Feb. 9-13, 2017 in Orlando, Fla. Mrs. Hennessey noted that the team would also be conducting fundraising activities to help pay for this trip.

• **HHS FBLA to PA-FBLA State Leadership Conference**

Discussion: Approval was requested for the FBLA club to attend this conference, which will be held April 2-5, 2017 in Hershey, PA at a cost to the District not to exceed $1,500.

**ADDENDUM**

• **Civic and Service Association Requests**

Discussion: The Hampton Band Parents Association and the Hampton HS Rowing Association have requested to be recognized as civic and service associations. Mrs. Hennessey explained that this recognition is being sought so the organizations can conduct the 50/50 raffles and other fundraising games of chance. Mrs. Lamagna asked if this is something the organizations would have to renew every year, and Mr. Kline said the designation was designed to be renewed on an annual basis.

**OTHER BUSINESS**

**Student School Board Representative Report**

There was no report this evening.

**Community Education Presentation**

Discussion: After introductions by Dr. Cunningham, Michelle Gephardt (the Senior Family Director from the Baierl Family YMCA) spoke to the Board and the public about a pilot Community Education program. This upcoming pilot program is a collaborative initiative between the District, the YMCA, the Community Center, and the Community Library and is designed to provide enrichment classes to the residents of our Hampton community. Sample ideas include flower arranging, resume design, cooking, history, and technology. The classes will be billed as “direct cost,” which means the YMCA will only charge the cost of the instructor and the facilities rental. In addition, the YMCA will be handling registrations and the administration of the pilot program. Course times this spring will range from a single evening event to several meeting times depending upon the topic.

Mrs. Hennessey said the idea with this program is to start small and grow based on community input and participation. Dr. Cunningham said that the committee is an excellent example of a collaborative partnership designed to add richness and value for our residents, and that the committee is also making sure that we are not repeating programming that is already underway in the township. Mrs. Hennessey said a more specific agenda will be presented to the Board in February for consideration.
CONSIDERATION FOR BOARD ACTION

Presentation of the 2017-2018 High School Program of Studies
Discussion: Dr. Marguerite Imbarlina, High School Principal, and Dr. Jacquelyn Removcik, Curriculum Director, presented the proposed 2017-2018 High School Program of Studies for consideration of approval at next week’s voting meeting.

The high school academic team explored the program offerings to ensure they were meeting the needs of the students while also helping the District to accomplish its mission statement. Goals for this year included maintaining programming in English, Math and Science for Career and College Readiness; refining the physical education courses to promote lifelong fitness; and improving accessibility to computer science offerings. There is no projected additional staff needed to implement the programming and no additional cost to the District except for curriculum design and supplies.

Specific changes include adding half credit courses entitled “Elements of Literature,” “Elements of Biology,” and “Elements of Algebra” for any students who scored basic or below basic on the Keystone exams and who need additional remediation before retaking those exams. Other proposed additions include adding AP Computer Science Principles and also Robotics II to the curriculum. The AP Computer Science Principles class will be a year-long course for 1 credit. The Robotics II course is proposed at the request of students who have taken the Robotics I course and who expressed the desire to have another course with a more advanced learning opportunity. No additional staff will need to be added to accommodate the additional courses; however, existing staff will need to be trained and a curriculum for the courses will need to be developed.

The high school proposed adding Mass Media Journalism II as a follow-up to Mass Media Journalism I and will be a half-credit semester course.

A half credit Yoga class is also proposed to be added to the physical education courses at the request of the students.

There also are some proposed title and curriculum changes in the Program of Studies:
- Public Speaking will be renamed “Academic Seminar”
- Trigonometry will now be called “Pre-Calculus”
- Probability and Statistics will be renamed “Basic Applied Statistics Honors” (year-long course) and will include the addition of Statistical Programming Software
• Racket Sports will now be called “Lifetime Activities” and will include additional activities that students may use throughout their life such as racket sports, biking and archery.

The final change being proposed is the addition of Musical Choreography as a scheduled activity for no credit. Students can take this scheduled activity if they would like additional instruction and enrichment with choreography and expression through dance.

Dr. Imbarlina also mentioned the Vet Tech and Sports Medicine programs that are being added to the A.W. Beattie Career Center course offerings.

OTHER BUSINESS

High School Academic Design Team
Discussion: Dr. Loughead announced with great enthusiasm the formation of a secondary Academic Design Team. The purpose of this team is to examine our mission statement and ensure that our students at the secondary level are becoming creative and innovative problem-solvers and communicators and how we can support them in developing the knowledge, character, and integrity to impact the world. The Academic Design team will be studying the works of several national authors who are at the forefront of this type of endeavor and will also be working with other schools who are engaged in academic design. Dr. Loughead referenced the District’s work with Dr. Gielniak and upcoming work with Alan November as a catalyst for rethinking secondary designs, and how this thinking will lay the groundwork for any ensuing physical renovations. The Academic Design Team will be coming back to the Board in June with updates.

FINANCE

CONSIDERATION FOR BOARD ACTION

Approval of the Hampton Township School District’s Voluntary Long Term Disability Contract Renewal

Discussion: The Board is being asked to consider approving a contract renewal with Hartford, effective Feb. 1, 2017. The new contract does not include changes to the existing rates.
Act 1 Resolution
Discussion: The Board is being asked to consider for approval a “Not-to-Exceed” Budget Resolution that states the Board resolves not to raise taxes for the 2017-2018 School Year above the amount allowed in the Act 1 Index.

OLD BUSINESS

Local Tax Revenue Update
Discussion: Mr. Kline provided an update with figures as of Dec. 31, 2016.

NEW BUSINESS

2016 Comprehensive Annual Report
Discussion: Peter Vancheri, of Hosack Specht Muetzel & Wood, presented the 2016 Comprehensive Annual Report (CAFR) to Board members for their review. Pennsylvania State law requires every school district to publish within six months of the close of each fiscal year a complete set of audited financial statements. Mr. Vancheri noted that his firm completed its audit of the District’s financial statements for the year ended June 30, 2016 and verified their accuracy. He also noted that Hampton was one of only 13 school districts in the state to receive the certificate of recognition for financial reporting.

The CAFR includes all disclosures necessary for readers to gain a maximum understanding of the District’s finances. Mr. Vancheri touched on highlights from the report. A copy of the CAFR is available on the District website here.

Mr. Farabaugh (district resident referenced previously in the notes) asked Mr. Vancheri and Mr. Kline about a number in the Comprehensive Annual Financial Report (CAFR). His inquiry focused on the Financial Highlights Section included in the Management Discussion and Analysis. In this section, the District references a 2015-16 revenue budget of $46,154,183 for the 2015-16 year whereas the financial sections show a 2015-16 revenue budget of $46,574,987. Mr. Kline stated that the difference is due to the presentation of the revenues as reported in the budget preparation and approval process. The District’s final budget presentation for the 2015-16 budget showed the revenue projections at the existing millage rate with a net shortfall amount that was subject to the recommended tax increase. In the 2015-16 budget the $420,804 shortfall was funded with a 0.27 mill tax increase. Details of the 2015-16 budget are available here.

2017-2018 Proposed Preliminary Budget and Planning Document
Discussion: The planning document is prepared annually and presented to the School Board. It includes an overview of the budget-related meetings and process for adopting a final budget, as well as a working proposed preliminary budget document.
Mr. Kline noted that the budget planning process has had to be undertaken without the benefit of knowing what the state will provide in the way of funding. The planning document, as presented by Mr. Kline, calls for revenue projections of $49,117,526, which reflects a 1.87 percent increase over the current operating budget. Expenditures for 2017-2018 are projected at $50,385,986, which is an increase of 2.91 percent over the current budget. Mr. Kline said that approximately 58 percent of the increase is due to the PSERS contribution rate for 2017-2018, which was increased from 30.03 to 32.57 percent. A shortfall of $1,268,461 exists. Mr. Kline is recommending the shortfall be funded with $702,000 from the District’s PSERS Stabilization Fund, and a 0.35 increase in the millage rate. Mr. Kline noted there are a number of factors that could push the budget in either direction, but added that he feels comfortable with the approval of the Act 1 “Not to Exceed” Resolution.

CONSIDERATION FOR BOARD ACTION

Agreement of Services
Discussion: The Board is being asked to approve an agreement of services between the District and educational consultant Alan November of November Learning at a cost not to exceed $6,000. The funds for Mr. November’s work will be used from the “Ready to Learn” block grant. Mr. November will be giving a keynote address to all faculty and staff on the upcoming professional development day on January 16, 2017. Dr. Loughead said Mr. November met with students in the District via Skype to gather some information about utilizing technology to best enhance classroom learning.

Print Plan for Hampton Magazine
Discussion: The Board is being asked to review and approve a change in the production of Hampton Magazine, the joint publication the District shares with the Township. The change includes continuing to publish four “seasonal” editions (Spring, Summer, Fall and Winter), along with two digital-only versions that will be produced in March and July. The changes are expected to produce a savings of $12,000 for production and mailing costs for the magazine. Several School Board members were concerned about the ability to distribute the digital-only versions to township residents who do not have children in the schools.

Board members also asked for a brief update on the social media and communication efforts. Dr. Loughead and Ms. Berg noted that between Facebook and Twitter, the District has nearly 800 followers on its social media accounts. It was noted that the PA Department of Education has liked and retweeted several of our posts on Twitter, including one today about a Poff
student’s award. Mrs. Lueers thanked Dr. Loughead for effectively and quickly rolling out improvements to our communications efforts since his hiring.

OTHER BUSINESS

District Strategic Technology Plan Update
Discussion: Dr. Loughead provided an overview to the Board of strategic planning sessions with Dr. Michael Gielniak. Mrs. Litwiler asked if it was possible to receive a report from Administration with updates regarding the progress towards a vision for instructional technology in the District. Dr. Loughead said he will be presenting at a future meeting a comprehensive update on what has been done thus far.

CONSIDERATION FOR BOARD ACTION

Paraprofessional/Secretary:

1. Accept the resignation of Ms. Karen Roczko, who is resigning after 16 years with the District, effective January 13, 2017. (Ms. Roczko is a Class 1-D Paraprofessional at Hampton Middle School.)

2. Approve Ms. Brigitte Garrison, as a Class 1-D Paraprofessional for the District, effective December 19, 2016. Salary is Year 2: $16.37 per hour for the 60-day probationary period and $16.62 per hour thereafter. (This is a newly created position at Wyland Elementary School.)

3. Approve Ms. Alyssa Rosencrance, as a Substitute Paraprofessional/Secretary for the District, effective January 5, 2017.

Custodian:

4. Approve Ms. Beverly Seibert, moving from a 10 month/8 hours per day Custodian at Hampton Middle School, to a 12 month/8 hours per day Custodian at Hampton Middle School, effective January 3, 2017. There is no change in salary rate. (Ms. Seibert is replacing Mrs. Cindy Carion’s position.)
5. Approve Mr. Randy Yester as the Night Lead Custodian at Hampton High School, effective January 3, 2017. Salary is $22.86 per hour. (Mr. Yester is replacing Ms. Patty Garrow as the Night Lead Custodian.)


**Supplementals:**

7. Approve the following Building/Coach Supplemental positions for the 2016-2017 School Year, at a rate of $127 per point:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Building</th>
<th>Points</th>
<th>Range</th>
<th>Total Stipend</th>
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<tr>
<td>Dan Franklin</td>
<td>Director</td>
<td>HS</td>
<td>44</td>
<td>32/44</td>
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<td>Jennifer Lavella</td>
<td>Assistant Director (Choreographer)</td>
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<td>24/28</td>
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<td>24/28</td>
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<td>Art Director/Stage Crew</td>
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<td>Producer</td>
<td>HS</td>
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<td>8/12</td>
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<td>Sarah Pilarski</td>
<td>Volunteer JV/Varsity Basketball Coach</td>
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<td>Tim Buresh</td>
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<td>Middle School Assistant Volleyball Coach</td>
<td>MS</td>
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<td>10/14</td>
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**Addendum:**

1. Approve a change in status for Ms. Maria Frantz, moving from a Class 1-D Paraprofessional at Wyland Elementary School to a Long-Term Substitute Special Education Teacher at Wyland
Elementary School, from January 12, 2017 through approximately April 7, 2017. Salary is $29,500, pro-rated. (Ms. Frantz will be a substitute for Mrs. Christy Edinger).

2. Approve Ms. Rachel Zang as an Elementary (Floating) Building Substitute (based at Central Elementary), from January 10, 2017 through the remainder of the 2016-2017 school year. Salary is $20,000, pro-rated. (Ms. Zang is replacing Mrs. Dena Finnegan.)

3. Approve Mrs. Carolyn Guillen, as a Building Substitute at Poff Elementary School, from February 1, 2017 through the remainder of the 2016-2017 School Year. Salary is $20,000, pro-rated. (Mrs. Guillen is replacing Ms. Brooke Ustazewski.)

OLD BUSINESS

Middle School Concrete Site Project Update
Discussion: Mr. Farino said the project is complete and the aluminum handrails were installed on Dec. 29, which was the last big item the contractors had to complete. There is still some minor damage the contractors caused that they have to repair, so 5 percent of their fee is being held until it is completed.

NEW BUSINESS

Elementary Facility Roof Projects (Wyland/Central)
Discussion: Mr. Farino suggested being more aggressive and obtaining pricing for the remaining three sections of Wyland’s roof that will need to be replaced. Those sections of the roof, which were installed in 1992, are at the end of their life span (25-years) and will need to be replaced soon.

Mr. Wesley inquired if there has ever been a leak at Central, and Mr. Farino said there has only been one minor leak at that building since the existing roof was installed. He indicated he would like to have a consultation and evaluation of the roof to ensure it is still holding up well. It has been two years since the roof was last evaluated.

Dr. Loughead announced that he and Mr. Farino have examined the other two elementary schools and the middle school to see if there is anything that needs to be addressed as far as general upkeep to the physical plant. The high school, which is slated for future renovations, will be examined this month for general upkeep.
There was no report this evening.

There was no policy report this evening. On the legislative side, the PSBA and state legislators have negotiated how participation will be handled in the annual meeting between the organization and the legislators. A moderator will keep speakers on task. The Pittsburgh Public Schools will participate in this year's event.

The meeting adjourned at 9:45 p.m. The next regularly-scheduled meeting is at 7:30 p.m. on Monday, January 16, 2017 in the Dr. Harold Sarver Memorial Library, HMS.