

The Board Report

June 3, 2019



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

~ A Tradition of Excellence ~

The Hampton Township Board of School Directors

Bryant Wesley II, Esq.	Board President
Mrs. Jill Hamlin	Board Vice President/Personnel Chair
Ms. Denise Balason	Board Secretary/Facilities Chair
Mrs. Pamela Lamagna**	Transportation Chair
Mrs. Mary Alice Hennessy	Student Affairs Chair
Mrs. Gail Litwiler**	Educational Programs Chair
Mr. Robert Shages	Board Treasurer/Policy & Legislative Affairs Chair
Mr. Greg Stein	Technology Chair
Mr. Lawrence Vasko*	Finance 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
Ms. Shari Berg	Communications Consultant
Mr. Rick Farino	Supervisor of Buildings and Grounds
Dr. Colleen Hannagan	Poff Elementary Principal
Mr. Jeff Kline	Director of Administrative Services
Dr. Ed McKaveney	Technology Director
Dr. Jacquelyn Removcik	Director of Curriculum, Instruction and Assessment
Dr. Laurie Tocci	Wyland Elementary Principal

Student and Staff Awards

- Several of Hampton’s elementary students participated in the 2019 PBS KIDS Writers Contest. The process of creative writing has proven not only to support the building of key academic skills but also to help improve the child’s self-confidence, creativity and imagination. WQED announced the finalists of its 2019 PBS Kids Writers Contest, which includes several of our Hampton students. Congratulations to the following students:

1. Evelyn M. (Poff Elementary, Kindergarten) with her book, “The Walk-Away House.”

2. Elijah W. (Wyland Elementary, Grade 1). Elijah participated in the Writers Contest last year as a Kindergarten student and finished with a first place win for his story “Super Magnet.” This year, Elijah’s submitted his book, “Blades the Skate.”

3. Lily H. (Central Elementary, third grade) also participated in the contest last year, with an honorable mention for her story “My Unicorn Glasses.” This year, Lily’s story submission was “Bob’s Chicken Dance.”

- We are proud to recognize the 2019 Varsity Softball Team, who were the WPIAL 5A Section 2 Champions under the direction of Coach Ron Fedell. The team has had an awesome season, finishing in the WPIAL Quarter-Finals. Congratulations to Hannah B., Caitlin M., Katherine C., Isabella N., Arianna E., Cassandra R., Bella H., Maria S., Carley K., Sydney K., Shannon S., Carolyn K., Madeline R., and Alyssa Z.

The following players were also selected to the WPIAL Big 56 All-Section Team: Analiese P., Lydia Q., and Madison W.

- We are proud to recognize the 2019 Varsity Baseball Team, who were the WPIAL 5A Section 2 Champions under the direction of Coach Kellen Wheeler. The team has had an awesome season, finishing in the WPIAL Quarter-Finals. We are proud to recognize Ethan A., Cameron M., Reece C., Brock M., Ethan C., Luke M., Adam D., Shaun M., Brendan E., Matthew R., Tanner G., Johnny R., Jon I., Will S., Michael K., Max S., Joey K., and Adam S.

The following three players were also selected to the WPIAL Big 56 All-Section Team: Tyler B., Burke C., and Case M.

- Softball Coach Ron Fedell, who has been a coach in the District for over 20 years, was recently selected as the WPIAL Section 5A Softball Coach of the Year. Congratulations, Coach Fedell.

- Baseball Coach Kellen Wheeler and his team have had an awesome season this year. We are proud to recognize Coach Wheeler who was selected as the WPIAL Section 5A Baseball Coach of the Year. Congratulations, Coach Wheeler.

- Coach Jacque DeMatteo was selected to coach for Pennsylvania in the prestigious Big 33 All Star Classic Football game which was held on May 27th. The mission of the PSFCA-Big 33 is to help maintain the highest possible standards and improve the conditions of Pennsylvania football and the football coaching profession. Congratulations, Coach DeMatteo.

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.

- Brian Bennett asked the Board to approve the request by Odyssey of the Mind to become an Affiliated Organization at HTSD. He provided an overview of Odyssey of the Mind, which is an international organization with a strong local presence, and highlighted the goals, process, and success of the recent teams.

Committee Reports

STUDENT AFFAIRS

Action Items for Consideration

2019-2020 Student Handbook Revisions

The Board is being asked to approve suggested revisions to the 2019-2020 Student Handbooks for Hampton High School and Hampton Middle School. Mrs. Hennessey said she asked Dr. Cunningham to look into having students purchase parking permits to park in the “Red Barn” lot, which the District owns. She said the number of students parking in that lot has grown over the years, and if they are parking there, they need to be permitted by the District. She also informed the Board that the addition of gum chewing as a Level I offense in the Middle School handbook was simply to solidify what is already current practice.

Best Buddies Leadership Conference

The HHS Best Buddies organization is requesting permission to send a student chapter representative to the Best Buddies Leadership Conference at Indiana University in Bloomington, Ind., from July 19-22 at a cost to the District not to exceed \$150.00.

Odyssey of the Mind

The Odyssey of the Mind community-based club is requesting permission to be recognized as an HTSD Affiliated Organization. Mrs. Hennessey said the program has been in the District for many years, and some school districts recognize their teams as an official organization. She said she would like to see the Board recognize and support HTSD’s Odyssey of the Mind by approving this request.

New Business

Student Representatives Report

There was no Student Representative report this evening due to the senior class attending the senior class trip to Cedar Point.

FACILITIES

Action Items for Consideration

Central Roof Replacement

The Board is being asked to award the Central Elementary School roof replacement project to David M. Maines Assoc., Inc., for the base bid no. 2 in the amount of \$798,391, pending review by the solicitor. The Central Elementary Roof bid had (3) main options: a full EPDM roof, Tremco Rehabilitation, and a fleeceback roofing system. The bids for the fleeceback system and Tremco Rehabilitation were substantially lower than the EPDM roof. The recommendation is to award the low bidder for the Tremco Rehabilitation product primarily due to the positive local school district references and experiences. The consensus was to use a light gray color for the roof.

PlanCon A Submission

The Board is being asked to approve the submission of PlanCon Part A for the Hampton High School Renovation project. Ms. Cassandra Renninger from VEBH presented the PlanCon A document. As previously discussed – the approval of PlanCon A is necessary for the District to attempt to submit a PlanCon project to PDE should there be an opportunity this fiscal year or next fiscal year.

She highlighted the following items:

Pages 2,3 – Project Description

Page 4 – Project Accounting – includes the PJ Dick “refreshed” numbers. She noted that the numbers are “not set in stone.” The goal is to get the District into the Plancon que.

Pages 7&8 – Justify the building capacities

Page 10 – The additions would not require an Act 34 hearing

Pages 13-15 – Accounts for the square footage of current and proposed areas

Page 20 – Shows a comparative analysis to PDE norms.

Ms. Balason asked whether the expired PDE form was a cause for concern. Ms. Renninger noted that PDE has instructed Districts and architects to use the existing form should a filing window open.

Facility Use Fees

The Board will be asked to adjust the rates being charged to outside organizations to rent District facilities. Dr. Loughead and Mr. Kline noted that the attached fee schedule has been updated to include a non-phased in increase for the Class IV users. The annual increases for Classes I to IV (Hampton) will be phased in over 3 years. Dr. Loughead and Mr. Kline noted that the user fees have not increased since September 1, 2006. Mr. Kline noted that he will attach a corrected fee schedule to the voting meeting to correct the compounding effect of the increase for Class IV.

Old Business

Capital Projects List and Financial Update

Mr. Kline presented an updated Capital Projects fund financial summary. The updated summary includes the financially-beneficial selection of the Tremco option for the Central Elementary roof. The updated projections show that the District will have \$271,800 available for future capital projects after the completion of the 3 summer 2019-20 projects (Fridley Turf, Fridley Track and Central Roof). This amount will increase by \$175,000 to \$446,800 if the \$175,000 transfer on the finance agenda is approved.

EDUCATIONAL PROGRAMS

Action Items for Consideration

Dr. Removcik presented information on the following textbooks and resource materials; Administration is requesting Board approval for these items during the 2019-2020 School Year:

- Course: CHS Introduction to Matrices and Linear Algebra - Grade 11-12

Book Title: Linear Algebra: A Modern Introduction

- Course: CHS United States 1865-Present – Grade 11

Book Title: The American Promise Volume 2 (Seventh Edition)

- Course: AP Art History – Grades 11-12

Book Title: Gardner's Art through the Ages: A Global History

- Course: World History – Grade 10

Book Title: Modern World History: Patterns of Interaction - Interactive Online Edition

- Course: Elementary Science Grades 3-5

Book Title: Smithsonian Science for the Classroom

Kits to replace those previously purchased through ASSET include the following:

Grade 3

What Explains Similarities and Differences between Organisms?

How Do Weather and Climate Affect Our Lives? How Can We Predict Patterns of Motion?

Grade 4

How Can Animals Use Their Senses to Communicate?

What Is Our Evidence That We Live on a Changing Earth?

How Does Motion Energy Change in a Collision?

Grade 5

How Can We Predict Change in Ecosystems?

How Can We Use the Sky to Navigate?

How Can We Identify Materials Based on Their Properties?

Dr. Removcik said these kits allow teachers to provide hands-on learning experiences that accentuate the text-book lessons. The materials have all been on public review for the last thirty days.

Mrs. Litwiler noted that the purchase of these materials is already included in the 2019-2020 proposed budget.

FINANCE

Action Items for Consideration

Standby Bond Purchase Agreement

The Board is being asked to consider the approval of a one-year extension to the Standby Bond Purchase Agreement for the 2007 Bonds with PNC Bank and PNC Capital Markets, LLC. Mr. Kline said the Standby Bond Purchase Agreement is required for the 2007 variable rate bonds. It provides backup funds on a daily basis in the unlikely event of default by HTSD. It is a requirement of the bond indenture. The new 1-year SBPA is at 55 basis points – replacing the expiring 1-year SBPA at 55 basis points. This resulted in a \$14,706 reduction in expense for debt service in the final budget.

Food Service Management Agreement

The Board is being asked to approve a food service management agreement with Metz Culinary Management for the 2019-2020 School Year per the proposal dated April 3, 2019. Mr. Kline recapped the bid process for the FSMC Contract:

- Mr. Kline noted that the bid process is mandatory every 5 years and governed by PDE School Nutrition Guidelines.
- The award is for a 1-year contract with up to (4) renewals.

He noted that the RFP was prepared by the District and approved by the PDE Division of Nutrition per regulations.

- 1) Bids were advertised in February 2019 and bids were opened on April 3rd.
- 2) Three management companies submitted RFP's: Metz Culinary Management, Nutrition Incorporated and Southwest Foodservice Excellence (SFE).

The District evaluated the proposals using the criteria defined in the RFP using (3) evaluators. The evaluators were Dr. Loughead, Mr. Kline, and Dr. Kern. The financial portion has to be the highest weighted criteria per PDE regulations.

Financial Proposals:

Metz – (\$26,127) with a \$60,000 guarantee

Nutrition Inc – (\$54,229) with a \$12,543 guarantee

SFE – (\$75,373) with a \$40,000 guarantee

The District has held several meetings with Metz management since the bid opening. The District is re-emphasizing that quality over profitability is the mandate. Larry Stelitano, Metz District Manager, sent a letter of "action" items that Metz has addressed or will address for the 2019-20 year.

AIU3 Service Agreement

The Board is being asked to consider the 2019-2020 Allegheny Intermediate Unit Service Agreement for special education services. The AIU requires approval by all member districts on an annual basis. Mr. Kline noted that the original AIU agreement had an omitted page and duplicate page (as sent by the AIU). The correct version was provided by the AIU today and is included in the electronic documents.

Insurance Renewals

The District received the insurance renewal rates for 2019-20. The worker's compensation insurance rate decreased \$6,396 from the previous year – adding \$12,512 to the budget. The "Package" component increased by \$11,544 due to the addition of the "Violence Incident Protection Program" to the program.

Workers' Compensation Insurance Coverage

The Board is being asked to consider for approval a Worker's Compensation Insurance agreement with UPMC

through the Arthur J. Gallagher Risk Management Services, Inc. at a cost of \$111,134.00 effective July 1, 2019 through June 30, 2020.

2019-2020 District Insurance Coverage

The Board is being asked to approve insurance coverage for the District for 2019-2020 through Arthur J. Gallagher Risk Management Services, Inc., effective July 1, 2019 through June 30, 2020 as follows:

- Package (including Auto & Boiler) \$103,345.00
- Educators (Legal Liability) \$ 31,801.00
- Umbrella \$ 6,777.00
- Cyber \$ 8,608.00

Student Accident Insurance

The Board is being asked to approve the 2019-2020 Student Accident Insurance coverage, with Bollinger Specialty Group through the Arthur J. Gallagher Risk Management Services, Inc., at a cost of \$11,076.00, effective July 1, 2019 through June 30, 2020.

Non-Resident Tuition Rates

The Board is being asked to approve Non-Resident Tuition Rates as follows:

	2019-2020 Yearly	2019-2020 Quarterly	2018-2019 Yearly (Information Only)
Kindergarten	\$6,161.00	\$1,540.25	\$5,949.00
Elementary (Gr 1-6)	\$12,321.00	\$3,080.25	\$11,899.00
Secondary (Gr 7-12)	\$12,953.00	\$3,238.25	\$12,339.00

Mr. Kline said the non-resident tuition rates are calculated based on our previous year Annual Financial Report and apply in instances when students are moving in/out of the District and want to enroll or remain in Hampton Schools without a residence. These arrangements are subject to Superintendent approval and are usually for short-term periods only.

June and July Invoices

The Board is being asked to approve payment of June and July 2019 invoices, which will be ratified at the August 12, 2019 Voting Meeting.

Transfer of Funds

The Board is being asked to approve the transfer of \$175,000 from the General Fund to the “Post War” Capital Projects Fund to fund future capital projects. After updating the projected ending fund balance – the recommendation is to continue the planned use of \$400,000 of unassigned fund balance to assist in balancing the budget & transfer the \$175,000 remaining amount of the exceeding 8% to the capital projects fund. If approved, this transfer will bring the total capital projects funds available to \$2.6 million.

2019-2020 Final Budget

The Board is being asked to approve the 2019-2020 Final Budget, with revenues of \$53,098,418, expenditures of \$54,074,418 and the utilization of \$576,000 from the PSERS Stabilization Fund and \$400,000 from the unassigned fund balance. The real estate tax rate will increase from 18.95 mills to 19.38 mills, which represents an increase of 0.43 mills or 2.27%.

Mr. Kline outlined the Changes between Proposed Final Budget (May 6th) & Final Budget (June 10th):

- Adjustments were made to the basic education subsidy (decrease of \$17,141) and the special education subsidy (increase of \$8,712) as a result of the updated PDE budget spreadsheets.
- A reduction of \$14,706 was made to the debt service fund transfer as a result of a lower renewal rate for the standby bond purchase agreement.
- Salaries and benefits were updated with staffing changes through May.
- The unassigned fund balance utilization was reduced from \$401,623 to \$400,000 for “simplicity” purposes.
- The capital reserve fund transfer was increased by \$14,232 as a result of the collective line item changes.

Mr. Shages asked if Mr. Wesley could approach the township about restarting discussions between the township, the School District, and even include neighboring schools and municipalities along the Route 8 corridor to see what can be done to increase assessed values and to draw in more commercial properties.

2019-2020 Homestead/Farmstead Resolution

The Board is being asked to approve the 2019-2020 Homestead/Farmstead Resolution for the distribution of state gaming funds. The resolution is an annual requirement for the distribution of the Act 1 gaming funds to the District’s residents. The District will receive \$858,364 to distribute to 5,511 approved property owners. The Distribution is through an assessed value reduction on the tax bill. The distribution will amount to a decrease of \$155.76 per approved property.

OLD BUSINESS

Local Tax Revenue Update

Mr. Kline provided a local tax revenue update as of May 31, 2019. Overall, the year-to-date 2019-20 local revenues are up 3.65%. The real estate, interim real estate, real estate transfer and delinquent real estate taxes are all exceeding last year’s numbers and should meet or exceed the budget amounts. Earned income taxes are slightly exceeding last year’s collections – but will likely fall short of the budget amount.

Estimated Fund Balance

Mr. Kline provided an estimated fund balance report as of June 30, 2019. Updated ending fund balance projections predict an ending unassigned fund balance of \$4,877,425 – a slight increase from the April projection of \$4,860,787.

PERSONNEL

RESIGNATION:

1. Accept the resignation of Ms. Debra Alderman who is retiring after 26 years with the District, effective June 30, 2019. (Ms. Alderman is a Custodian at Hampton High School.)
2. Accept the resignation of Mrs. Julie Hartenstein who is resigning effective May 21, 2019. (Mrs. Hartenstein was a Class 1-D Paraprofessional at Wyland Elementary School.)

TEACHERS:

3. Approve a change in status for Mrs. Mary Mlinarich, moving from a .50 Kindergarten Teacher at Central Elementary School to a FTE Grade 1 Teacher at Central Elementary School effective August 19, 2019.

TENURE:

4. It is recommended and I move that the Board approves the following professional employees, who have attained tenure status, effective June 10, 2019:

- Mr. Terrence Hales, High School Teacher
- Mr. Nicholas Helbling, Technology Education Teacher
- Mrs. Kelsey Kowalczyk, Middle School Teacher
- Ms. (Patricia) Kate Powell, Art Teacher

PARAPROFESSIONAL/SECRETARY:

5. Approve an unpaid leave of absence for Mrs. Jansen Jamison from August 29, 2019 to December 6, 2019,

returning to the District on December 9, 2019. (Mrs. Jamison is a Class 1-D Paraprofessional.)

OTHER:

6. Approve a change in status for Ms. Jen Yanssens, moving from a Substitute Custodian to a 10 month/40 hour per week District-Wide Substitute Custodian effective May 20, 2019. Salary is \$13.00 per hour. (Ms. Yanssens is replacing Mr. Jonathan Trout's former position.)

7. Approve Mr. Frederic Wheeler as a Substitute Custodian for the District effective May 28, 2019.

SUPPLEMENTALS:

8. Approve the following Building/Coaching Supplemental positions for the 2019-2020 School Year, at a rate of \$136 per point: Mr. Glenn Geary, Bus Monitor "B," MS, \$1,632.

POLICY/LEGISLATIVE AFFAIRS

Action Items for Consideration

Second Reading and Adoption of Policy # 246: School Wellness

The Board will be asked to approve the second reading and final adoption of Policy #246: School Wellness.

TRANSPORTATION

Action Items for Consideration

Extended School Year Summer Transportation Routes

This motion is a standard motion to approve the Extended School Year (ESY) / Summer Transportation Routes. These arrangements are for summer special education programs at HTSD and other schools that our special education students attend. When feasible the District attempts to combine routes with other school districts such as sharing the Children's Institute route with with Pine-Richland School District.

TECHNOLOGY

Action Items for Consideration

There were no action items for consideration this evening.

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 who wish to address the Board are asked to state their name, address and group affiliation, if applicable.

- Mark Farabaugh asked why the Class 3 nonprofits would pay more than a Class 4 Hampton for-profit business. Mr. Kline noted that this difference exists in the current fee structure and the primary reason is that Class 4 - Hampton users are taxpayers within Hampton Township and Hampton Township School District. Mr. Farabaugh also asked if the Fieldhouse plans that were previously discussed were being included with the High School renovation project because he noticed they were absent from the PlanCon submission. Dr. Loughead said the plans are not required for the initial PlanCon submission but would be part of the final design schematics should the Board decide to include those in the renovation project. Mr. Farabaugh asked if Dr. Cunningham had received any emails from parents for minor edits of the student handbook; she answered that she had and had also responded directly to the inquires.

The meeting adjourned at 8:55 p.m. Mr. Wesley announced there would be an executive session for legal and personnel matters following adjournment. The next regularly-scheduled meeting will be held at 7:30 p.m. on Monday, June 10 in the Dr. Harold Sarver Memorial Library, HMS.