

The Board Report

Monday, January 4, 2021



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.

Mrs. Jill Hamlin

Ms. Denise Balason

Mr. Matt Jarrell

Mrs. Joy Midgley

Mr. Larry Vasko

Mr. Robert Shages

Mrs. Trisha Webb

Board President

Board Vice President

Board Secretary/Facilities Chair

Transportation Chair

Personnel Chair

Finance Chair

Board Treasurer/Policy & Legislative Affairs Chair

Student Affairs Chair

This Hampton Township Board Meeting was held in the Hampton Middle School Auditorium. The meeting was audio/video simulcast so that community members could watch remotely, and was also audio/video recorded.

Members of Administration in Attendance

Dr. Michael Loughead

Dr. Rebecca Cunningham

Mr. Jeff Kline

Dr. Ed McKaveney

Dr. Jackie Removcik

Dr. Marguerite Imbarlina

Mr. Bill Cardone

Superintendent of Schools

Assistant Superintendent of Schools

Director of Administrative Services

Director of Technology

Director of Curriculum, Instruction and Assessment

High School Principal

Director of Athletics

Monday, January 4, 2021

A video recording of the meeting can be viewed [here](#). The time within the video at which each item begins is indicated below.

Voting session

Call to order

00:00

Mr. Wesley called the meeting to order and a roll call was taken. He also announced that there would be a short voting meeting for personnel matters.

Personnel

00:54

Mrs. Midgley introduced the following items for Board approval. All motions passed unanimously.

1. It was recommended and the Board approved Mr. Brian Lego as a Professional Employee Math Teacher at Hampton High School effective date TBD. Salary is Master's Step-16, \$81,062, pro-rated. (Mr. Lego is replacing Mrs. Mary Rakers.)
2. It was recommended and the Board approved Mrs. Samantha Travis as a Long-Term Substitute Grade 4 Teacher at Central Elementary School from January 4, 2021 to approximately April 13, 2021. Salary is \$33,500, pro-rated. (Mrs. Travis is a substitute for Mr. Paul Nail.)
3. It was recommended and the Board approved Mr. Connor Bamrick as a Building Substitute at Hampton Middle School from December 14, 2020 to approximately January 25, 2021. Salary is \$22,000, pro-rated. (Mr. Bamrick is replacing Ms. Rebecca Schratz who temporarily moved to a casual substitute for Mrs. Pauline Spring, World-Language Teacher at Hampton Middle School.)
4. It was recommended and the Board approved Ms. Zoe Strickland as a Long-Term Substitute Math Teacher at Hampton High School from January 4, 2021 through the remainder of the 2020-2021 School Year. Salary is \$33,500, pro-rated. (Ms. Strickland is providing support to the math department through several different teacher transitions.)
5. It was recommended and the Board approved Ms. Nina Kneuer as a Building Substitute at Hampton High School from January 4, 2021 through the remainder of the 2020-2021 School Year. Salary is \$22,000, pro-rated. (Ms. Kneuer is replacing Mr. Zachary Selekman.)

Mrs. Midgley stated that additional personnel items and a proposed change in daily substitute pay rates would be introduced for discussion during the work session for a vote during the upcoming voting meeting.

Adjournment

4:12

BOARD WORK SESSION MEETING

Public Comment

4:50

Mr. Wesley opened the floor for public comment, of which there was none. He said there would be a second period for comments at the end of the meeting.

Student Affairs

No action items.

Educational Programs

5:05

Mrs. Hamlin introduced two action items.

2021-2022 Proposed High School Program of Studies

5:24

Mrs. Hamlin introduced Dr. Imbarlina and Dr. Removcik to present the proposed changes to the 2021-2022 High School Program of Studies.

Dr. Removcik highlighted a few changes that are being proposed for the 2021-2022 school year. Following the recommendation of the District's world language committee, Latin is set to be phased out. Students currently taking the language would be able to continue with the language, however, Latin I, II and III would not be offered.

In place of Latin, a new course – Language Through Culture – is set to be added. The goal of this program is to engage students who either may not take a world language or who would be more likely to take the first year of a language and not continue. The new course is considered a way to build interest and opportunity for students. The program would build on the Global Challenges course that students take in seventh grade. The course also is intended to help further District work on equity and inclusion.

Language Through Culture

Semester

0.5 Credit

Grades 9-12

Prerequisite: Teacher Recommendation

Culture encompasses the language, customs, arts, social institutions, history, and achievements of a group of people. In this course, students will consider how elements of culture impact their personal identity, view of American society, and understanding of other world cultures. Students will explore French, German, Spanish, and Mandarin through basic conversation, stories, and music to deepen their knowledge of these cultures and recognize their influence on American language and culture. Through engagement in this course, students will apply enhanced cultural understanding to local, national, and global responsibilities as American citizens in a world community. This course is designed for students who wish to experience an overview of the world languages offered at Hampton High School rather than enroll in a full year world language course.

A longer discussion of this change took place during the Board's work session meeting on November 2, 2020. Board Notes for that meeting are available [here](#).

Dr. Imbarlina told the Board that the District's English, Social Studies, and Music Departments and others have been working to expand the materials and perspectives that students encounter so that they have the chance to see new viewpoints and perspectives on the world.

Additional proposed changes to the High School Course of Studies include the following:

- Going forward, Applied Math would be a half credit and a semester course rather than a full credit so that it can be combined with a personal finance class to provide students with a full math credit. This combination would count as one of the four math credits needed.
- The Keystone Exam score prerequisite for physics is being dropped as the District did not have access to the exam last year and it remains a challenge because of the Covid-19 pandemic.
- Student requirements for job shadowing and community service have been updated to account for changes imposed by the ongoing pandemic.
- The number of school days a student has to drop a class without penalty will be extended from 20 to 30 school days.
- The college-credit cyber security class will no longer be offered in partnership with the University of Pittsburgh. Instead, the District will be providing it as an honors course.
- A previously identified mistake in the summa cum laude criteria is being corrected to accurately reflect that students can take pass-fail classes as long as they are beyond the 28 credits needed for the recognition.
- CPR certification is a state graduation requirement. Students will continue to have the ability to earn that certification through the Wellness II course.

Board Members asked if the proposed Language Through Culture course would be an option for middle school students.

Dr. Removcik responded that this is not being provided initially for middle school students as the goal is to encourage students who do not take a world language in eighth grade to start taking one in high school.

Board Members commented that they were glad the number of days to drop a course has been increased. They also asked how the cyber security class would be offered and if there was any interest in developing a new curriculum rather than using the previous one.

Dr. Removcik and Dr. Imbarlina said that even when the cyber security course was a course for college credit the District faculty provided the instruction. However, the change means that there will be greater control and flexibility in the instruction and material.

2021-2022 Proposed District Calendar Options

17:30

Dr. Loughead presented the proposed calendar *[see following page for full calendar]* for the upcoming 2021-2022 school year. Two options had been developed, but one, which had a post-Labor Day start, was dropped. The late start had been considered based on the potential construction schedule related to the high school renovation project. However, that project is now more likely to need extended summer work time during the summer of 2022.

Ms. Cassandra Renninger, with VEBH, shared that the start of construction is slated to begin early this summer, but that nothing should be occurring that would necessitate the delay of the school year. Instead, having students end the school year earlier in June 2022 would be more helpful for construction timing.

Dr. Loughead said that with the changes for the construction schedule in mind, there is only one calendar option being proposed at this time. The proposed calendar has students start before Labor Day, graduation would be on June 9 and the final day for all students would be June 10. The start date for the calendar is similar to what students had this year, as Labor Day falls late next year. However, the District would consider making changes, if necessary.

Board Members discussed the potential to have a full week for spring break, instead of a short vacation period. They also mentioned why the shift to the shorter break was advantageous for the continuity of spring instruction.

Dr. Loughead confirmed that the shorter spring break period was intentionally included to help students be prepared for the end of the academic year and testing. He said the District would examine possibilities for extending the break.

Hampton Township School District 2021-2022 Calendar

AUGUST 2021						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
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SEPTEMBER 2021						
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OCTOBER 2021						
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NOVEMBER 2021						
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DECEMBER 2021						
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JANUARY 2022						
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FEBRUARY 2022						
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MARCH 2022						
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APRIL 2022						
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MAY 2022						
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JUNE 2022						
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JULY 2022						
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31						

<u>Date</u>	<u>Activities</u>	<u>Student Days</u>	<u>Teacher Days</u>
Mon., Aug. 23	Prof. Dev. Day #1		
Tues., Aug. 24	Prof. Dev. Day #2		
Wed., Aug. 25	Clerical Day #1		
Thurs., Aug. 26	First Day of School for Students		
<i>Total August Days</i>		4	7
Mon., Sept. 6	Labor Day		
<i>Total September Days</i>		21	21
<i>Cumulative Total</i>		25	28
Mon., Oct. 11	Columbus Day		
	Prof. Dev. Day #3		
<i>Total October Days</i>		20	21
<i>Cumulative Total</i>		45	49
Fri., Nov. 5	Elem - Clerical Day #2		
	Sec - ½ Clerical Day #1.5		
	½ Prof. Dev. Day #3.5		
Fri., Nov. 12	Elementary Act 80 Day		
Thurs., Fri., Mon. Nov. 25,26,29	Thanksgiving Break		
<i>Total November Days</i>		18	19
<i>Cumulative Total</i>		63	68
Dec. 22-31	Winter Break		
<i>Total December Days</i>		15	15
<i>Cumulative Total</i>		78	83
*Note - Keystone Exam Window 1/4/22 through 1/14/22			
Mon., Jan. 17	Martin L. King, Jr. Day		
	Elem – Prof. Dev. Day #4		
	Sec - ½ Clerical Day #2		
	½ Prof. Dev. Day #4		
Fri., Jan. 21	End of 1 st Semester		
<i>Total January Days</i>		20	21
<i>Cumulative Total</i>		98	104
Fri., Feb. 18	Prof. Dev. Day #5		
Mon., Feb. 21	Presidents' Day		
<i>Total February Days</i>		18	19
<i>Cumulative Total</i>		116	123
Fri., March 18	Prof. Dev. Day #6		
<i>Total March Days</i>		22	23
<i>Cumulative Total</i>		138	146
*Note – PSSA Exam Window 4/25/22 through 5/13/22			
Thurs., Fri., Mon. Apr. 14,15,18	Spring Break		
<i>Total April Days</i>		18	18
<i>Cumulative Total</i>		156	164
*Note - Keystone Exam Window 5/16/22 through 5/27/22			
Mon., May 30	Memorial Day		
<i>Total May Days</i>		21	21
<i>Cumulative Total</i>		177	185
Thurs., June 9	HS Graduation		
Fri., June 10	Last Day for Students		
Mon., June 13	Clerical Day #3		
<i>Total June Days</i>		8	9
<i>Cumulative Total</i>		185	194

<u>Possible Make-up Days</u>		<u>Semester Terms</u>
Feb. 18, 2022	June 13, 2022	1 st Semester – 92 Days (1/21/22)
June 14, 2022	June 15, 2022	2 nd Semester – 93 Days (6/10/22)

Board Approved: 1/11/21
Revised:

Code List: BLUE Bd. Work Session PINK Bd. Voting Mtg. ORANGE Bd. Special Mtg. YELLOW In-Service/Clerical RED No School

Personnel

24:14

Mrs. Midgley introduced additional personnel items for review, including the following:

Paraprofessional/Paraeducator/Administrative Assistant:

6. Approve Ms. Sarah Perez as a Substitute Class III Paraeducator for the District effective December 15, 2020.

Custodial:

7. Approve Mr. Justin Barber as a Substitute Custodian for the District effective January 4, 2021.

8. Approve Mr. Ryan Koprivnikar as the HVAC 2nd Assistant at an hourly rate of \$22.28 (as outlined in the current CBA) effective January 11, 2021. (Mr. Koprivnikar is replacing Mr. Daniel Hartle's former position.)

Board Members asked why there were no pay rates included for items 6 and 7.

Dr. Loughead said the proposed approvals are to add these individuals to the substitute list. However, we will include that information on the Personnel Agenda from this point forward.

Proposed Daily Substitute Pay Rate Increase

Mrs. Midgley also presented information about a proposed change in the rate of pay for daily substitute teachers. If approved, these rates would take effect January 18, 2021.

Position	Current Rate	Proposed Position Dates	Proposed Rate
Days 1-20	\$90 per day	Days 1-30	\$100 per day
Days 21+	\$100 per day	Days 31+	\$120 per day

Board Members asked how the change would position the District relative to rates offered by other districts.

Dr. Loughead said that the change would put Hampton on par with what North Allegheny School District currently pays. That district recently made this same pay rate adjustment.

HTSD Athletic Coach Handbook

27:40

Dr. Loughead introduced Dr. Imbarlina and Mr. Cardone, Hampton Athletic Director, to provide information about the review of a coach's handbook. The project was started several years ago and information was shared regarding how the handbook is being implemented.

Dr. Imbarlina said that the practice has been for Mr. Cardone to meet with coaches before athletic

seasons started to address practices and expectations. Establishing the handbook was a way to standardize the information being shared and to address protocols for behavior, sportsmanship and conduct. The handbook also addresses policies that apply to coaches as employees of the district.

The handbook covers multiple areas including the following:

- The ethics of sportsmanship and safety practices which are in place to support students' physical, emotional and social well-being. The intention is to specify community standards and potential situations that would need to be addressed.
- Information on finances and record keeping
- The athletic department philosophy
- Clearances and training requirements
- Rules that students have to follow including qualifications to take part in sports
- Information about the facilities
- District policies including topics such as bullying and hazing
- Other coaching responsibilities including the mandated reporter requirement in specific situations.

The goal of the project was to have everyone on the same page, especially as new coaches come into the District, added Mr. Cardone. Previously, there had been a series of meetings throughout the year to share this information with new and returning coaches.

Board Members expressed positive comments about the handbook and asked when the information is shared with coaches. They also asked about how emergency situations are handled.

Mr. Cardone said that the information is shared during mandatory meetings with coaches. Emergency response situations also are addressed with coaches and police officers who attend District sporting events.

Board Members asked if the handbook applies to coaches working with middle school students – in which case that might need to be specified – and to club sports. They also asked about language related to camps that occur at District facilities and where this information would be shared with students.

Mr. Cardone clarified that the handbook does apply to middle school athletics. Coaches involved with club sports are also invited to take part in the meetings where the information from the handbook is shared. He said that he would look into additional language highlighting that there is to be no *quid pro quo* relationship between attending a coach's camp and status on a team. He also mentioned that currently there is no handbook for student athletes, although some coaches have their own guidelines which are reviewed by the District.

Dr. Imbarlina added that there is information in the student handbook that highlights expectations for students who are taking part in extracurricular activities.

Covid-19 and Sports

54:40

Mr. Cardone updated the Board on winter sport practices and games. Currently, practices have started and the first games of the season are set for Friday or Saturday. New provisions are in place to address pandemic-related concerns including that students have their temperatures taken before practice.

Additionally, restrictions in fan attendance at games are in place to meet occupancy requirements. No visiting fans or cheerleaders will be allowed in person and a limited number of tickets will be available. The initial thought is to provide two tickets to students on the team. As with fall sports, all home varsity competitions for basketball, wrestling and swimming will be live-streamed online.

Board Members asked what other schools are doing to address the situation and how much it costs to stream the games. They also asked about extending tickets to students or community members.

Mr. Cardone said that Hampton's practices are in line with what other districts are doing. It costs about \$350 a day for the streaming - if a varsity and JV game occur consecutively the cost is not doubled. After initial exploration of having students stream games, the decision was made in the fall to remain with a professional to ensure the quality of the streaming. It appears that there is enough in the budget to cover these costs.

Regarding tickets to sporting events, the plan is to start with family members and see how that goes before potentially extending additional tickets to other fans.

Facilities

1:06:05

Mrs. Balason introduced one action item:

Consideration of the Traffic Study proposal from Civil & Environmental Consultants, Inc. (CEC) for the three proposed site driveways to Topnick Drive in the current design of the Hampton High School Renovation Project, in an amount not to exceed \$10,200, pending final review and approval from the District Solicitor's Office.

Board Members asked if the formula being used for the traffic study had been approved by Hampton Township as the hybrid system in place may alter traffic patterns. Additionally, they inquired if bad weather, like snow, was being taken into account.

Ms. Renninger (with VEBH) said that the formula for the traffic study was developed by CEC and the Township's traffic engineer, Trans Associates. Weather is not much of a concern in terms of altering traffic patterns, however, weather conditions during traffic counts are reported. The goal is to develop the formula in a way that the Township engineer felt comfortable presenting it. The system is basically a car count, which attempts to recognize students, parents and staff to validate site plans and try to understand how many people are going in and out of the schools during peak times.

Board Members also asked if the District is likely to be responsible for any major road work near the intersection of Topnick Drive and McCully Road.

Ms. Renninger said that the District is improving its driveway but is not making a major change at the intersection so there should not need to be road improvements. There has been no indication, at this point, that road work improvements will be a requirement of the project.

High School Renovation / Construction Phase I Update

1:13:13

Ms. Renninger also gave an update on the site work and projects being done as part of the high school renovation project.

At this point:

- The stormwater inspections have been completed and approved.
- Work to move the community trail to the stadium was discussed with the Township and has been completed. That path will not be on school property.

Mr. Wesley added that the Township had asked the District to cover the additional cost of the walkway if the walkway remained on Township property. Township officials estimated the additional cost would be between \$10,000 and \$12,000 for French drains, and would be sending a final number to the Board for their review.

Additional project updates include the following:

- There have been discussions about additional locational signage.
- A variance will be needed so a taller light pole can be installed in the band practice area. However, it is not anticipated that obtaining the approval will be a major hurdle.
- Lighting on the high school perimeter is being given more priority. The intention is to improve the brightness of current building-mounted lights and to add more illumination. However, the foot candles of the lighting plan will need to be included in the submission to the Township and prioritizing the lighting changes will streamline that part of the submission.
- Work is starting with the landscape architecture team including to plan the hardscapes and softscapes around the building.
- Scoping of the existing drains has been completed and all blockages have been located.
- Water pressure in the fire hydrants was tested. The pressure is adequate to support the building sprinkler systems through Phase 3 of the renovation project.
- Work has started with the IT team at the high school to select and arrange needed spaces. A set of classrooms have been selected to trial potential audio-visual systems.
- The roof has been evaluated in terms of what screening may be needed to mask rooftop units; more information will be shared in the future.

- Rooftop drainage also has been evaluated in location areas where additional drains may be needed, so that work will be done correctly when the roof is replaced.
- Work is ongoing to prepare for the next round of meetings regarding the media center.
- The depth of sanitary lines has been checked near the media center and it is likely that a sewer ejector pump will not be needed when additional restroom facilities are added. However, Allegheny County Health Department agreement will be needed on that item.

Ms. Renninger said the next steps for the project include re-starting the regular administrative meetings, which had been in place previously to keep Board Members apprised of work being done. Also, work is being done to wrap up some documentation to provide a more detailed cost estimate for Phase 1.

Board Members asked if the storm water system would need to be expanded. Ms. Renninger confirmed that the review had been completed, a light amount of cleaning was done, and the system will need to be expanded. New storm water system features will be added in the expansion.

She added that the team has been busy and is looking forward to upcoming work with the Board.

Dr. Loughead thanked her for the comprehensive, but chilly, site tour that occurred earlier in the academic year.

Finance

1:35:58

Mr. Vasko introduced and recommended the following items:

- Budget transfers totaling \$1,500.00 for HHS instructional materials related to computer licenses.
- Approval of the proposal for GASB – Governmental Accounting Standard Board - 75 Valuation Services with The Pennsylvania Trust and Conrad Siegel for the years ending June 30, 2021 and 2022 per their proposal in the projected amount of \$4,625. This item is required for the District’s financial audit.
- Approval of the 2021-22 “Not to Exceed” Budget Resolution

Mr. Kline said he is working on the preliminary budget for 2021-2022 and will likely be able to recommend that the Board approve the “not to exceed” resolution next week, which will limit the District to the 3% ACT 1 index.

Mr. Kline also provided an update on local tax revenue. Currently, real estate tax collections are lower than the previous year because of the extension of the tax payment period to December 31st. Results for earned income tax are improving but still down from the previous year, which was expected. More information on where the final collections will end up is expected to be available by April.

Board Members requested an update on the real estate tax collections at next week’s meeting.

Mr. Vasko said that the CAFR – Comprehensive Annual Financial Report – will be shared at the next meeting along with the 2021-2022 Proposed Preliminary Budget & Planning Document.

Technology

There was no report.

Policy/Legislative Affairs

There was no report.

Transportation

There was no report.

Public Questions or Comments

A community member asked if the District's philosophy for coaching, which was mentioned in relation to the development of the coaches' handbook, would be made publicly available.

Dr. Loughead said that it will be made available on the Athletics website once it is approved.

Adjournment

1:43:25

Mr. Wesley closed the public meeting. An executive session to discuss legal and personnel matters was held.