

The Board Report

Monday, January 11, 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

Superintendent of Schools

Assistant Superintendent of Schools

Director of Administrative Services

Director of Technology

Monday, January 11, 2020

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 opened the meeting and a roll call was taken.

Comments / Questions from Citizens

(0:53)

There was no public comment. Mr. Wesley announced that there would be a second opportunity for public comment at the end of the meeting.

Approval of Minutes

(1:11)

Minutes from the December 7, 2020 Board Meeting were introduced and approved unanimously.

Mr. Wesley reminded Board members to speak into their microphones so they could be better heard by both those in the auditorium and those watching the meeting remotely.

Payment of Bills

(1:51)

The Board unanimously approved the following:

- November and December 2020 General Fund 10 Disbursements totaling \$11,242,154.62
- November and December 2020 High School Construction Fund 35 Disbursements totaling \$100,740.83
- November and December 2020 Capital Fund 39 Disbursements totaling \$491,961.88
- November and December 2020 Cafeteria Fund 50 Disbursements totaling \$77,612.14

Treasurer's Report

(2:54)

It was recommended and the Board approved the October and November 2020 Treasurer's Reports.

Student Activity Fund

(3:13)

It was recommended and the Board approved the October and November 2020 Student Activities Fund Reports.

President's Report

(3:39)

Mr. Wesley said that since the last Board meeting, there have been two executive sessions to discuss legal and personnel matters.

Board Secretary's Report

There was no report this evening.

Solicitor's Report

There was no report this evening.

Superintendent's Report

(4:01)

As part of the District's recognition of School Board Appreciation Month, Dr. Loughead thanked Board Members for their service and recognized the work they do for the schools and community. A presentation included a short video and selection of school music performances recorded earlier in the academic year. He thanked Dr. Cunningham for her work on the recognition program.

Dr. Loughead said it was important for the public and school community to understand the time and work that Board Members put into their roles. He noted that Board Members are volunteers who are dedicated to doing what is best for the District, and highlighted how the Board provides an example of citizenship and engagement to students.

The usual Board recognition dinner has been postponed due to the pandemic.

Board Members thanked Dr. Loughead, Dr. Cunningham and the members of the District administration for the work they do throughout the year. They also thanked the Music Department for putting together that portion of the presentation.

Dr. Loughead added that it is easy to be captain in good weather, but Board Members have been doing a great job in helping the District navigate the ongoing Covid-19 pandemic while remaining respectful of community concerns.

Dr. Loughead then announced that Hampton High School was named the top high school in the

Pittsburgh metro region by U.S. News and World Report. He thanked Principal Marguerite Imbarlina, her leadership team, and the faculty, staff and students for the work they do. He also recognized the rest of the District community for the role they play. The high school was named first in the region and seventh in the state.

(Note: Late Tuesday evening, Hampton's communication consultants discovered that this information, which was posted on the U.S. News and World Report's Facebook account on January 11, was actually a re-posting of the same information from April 2020 and was not a new ranking issued by U.S. News and World Report. Upon discovering that the high school ranking was the U.S. News and World Report's re-posting of prior information, HTSD contacted the local media to ensure that they had a clear understanding of the report.)

Student Affairs

(24:32)

Mrs. Webb introduced Kai Suyama and Luke Proviano, representatives from Hampton High School's Student Council, to speak to the Board.

Mr. Proviano, president of the sophomore class, told Board Members about his activities, thanked them for the Covid-19 mitigation plans they have put in place, and thanked them for the actions the Board has taken in order to allow students to return to in-school learning. He also updated the Board on actions being taken to boost morale among students, including holiday decorations and a scavenger hunt. Additionally, he reported that the enhanced hybrid model is effective and finds it helpful to students.

Mr. Suyama, the sophomore class vice-president, also thanked Board Members for the job they have been doing to keep school community members safe while providing as much normalcy as possible.

Board Members thanked both students for attending the meeting and sharing their thoughts on the hybrid system. They added that it is important for students to be involved.

Finance

(31:07)

June 30, 2020 Comprehensive Annual Financial Report Presentation

Mr. Vasko introduced Peter Vancheri with Hosack, Specht, Muetzel and Wood, an accounting firm, to present the annual Comprehensive Annual Financial Report (CAFR).

Mr. Vancheri's overview included the following:

- The independent auditor's report provided an unmodified opinion, meaning that the financial statements were in order and that it was completed according to generally accepted standards.

- No material weaknesses or significant deficiencies were identified in the District’s financial practices or internal controls.
- A comparison of budgeted expenditures and revenues and actual expenditures and revenues and the reasons for any variance.
- School District revenues exceeded the amount budgeted by \$276,234 for a favorable variance of 0.52% and School District expenditures (including other financing uses) were under budget by \$520,801 for a favorable variance of 0.96%.

The full report can be viewed [here](#).

Budget Transfer

Mr. Vasko recommended, and the Board unanimously approved, a Budget Transfer for HHS Instructional Materials in the amount of \$1,500.

GASB 75 Valuation Services

Mr. Vasko recommended, and the Board unanimously approved, the proposal for GASB 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.

2021-2022 Proposed Preliminary Budget & Planning Document

(48:25)

Mr. Vasko asked Mr. Kline to provide a quick summary of where the District stands and to provide an overview of the District’s Proposed Preliminary Budget and Planning Document before Board Members voted on the final agenda item.

Mr. Kline reported the following:

- The District collected \$1.6 million of real estate taxes between December 31st and January 8th, putting the collections in line with expectations for the current year.
- He referenced the budget planning document, which supports the “Not to Exceed” resolution that the Board will consider tonight. The budget planning document uses ratios, trends and known data and incorporates information including real estate taxes and salary information to generate about 70-80% of the budget. The next several months will then be used to refine the budget to account for elements including specific programs and staffing levels.
- The proposed primary budget and tax rate at this point has a projected shortfall of about \$1.8 million at the current millage rate of 19.71. Using \$575,000 in stabilization funds and \$400,000 in unassigned funds would reduce the shortfall to about \$876,000, or the equivalent of 0.52 mills, which is below the Act 1 Index maximum of 0.59 mills.

Board members asked if the \$10 million in debt service from bonds that were issued in December

were included in the budget planning document and if anything related to funding the construction phase of the project also was included. They then confirmed that the District, at this time, did not have debt service to complete a \$19 million project in the draft budget for 2021-22.

Mr. Kline said that the debt service for the initial \$10 million is included in the expenditures portion of the proposed planning budget but it does not include debt service for the anticipated second \$10 million bond issue in the second half of 2021. When the first bond issue was approved, the District was able to defer the debt payments until the 21-22 budget and it will have the ability to defer payments for the second bond issue into the following year's budget if needed. The goal throughout the budget process will be to add the debt service for the second bond issue to the 2021-22 budget. He added that \$200,000 is about 0.12 mills.

Board Members said that many of the elements in the budget planning document remain preliminary. Changes are expected to health insurance costs, the Beattie Center has a Not to Exceed budget, and it is anticipated that additional funding related to the Covid-19 pandemic could be coming. This document remains preliminary at this time, and adjustments in the budget are forthcoming.

Board members also asked if negotiations were needed regarding costs associated with food or transportation services. Mr. Kline said that work is ongoing to address the food service fund, because last year was not a normal year. He is negotiating a refund of a portion of the food service management fee. The District recently received guidance on recommendations from the Pennsylvania Department of Education on how to address transportation costs for remote learning days. To receive the full transportation subsidy next year, the District will have to settle with its contractors and pay essentially the fixed costs, which is similar to what was done last spring, although he noted the process is more formalized this year. There also are ramifications of non-public schools as they have had different schedules that were open at different times.

Not to Exceed Resolution Approved

After this discussion, Mr. Vasko recommended, and the Board approved unanimously, the 2021-2022 Act 1 "Not to Exceed" Budget Resolution.

Facilities

(59:18)

Ms. Balason recommended, and the Board approved unanimously, the Traffic Study proposal from Civil & Environmental Consultants, Inc., 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.

Educational Programs

(1:00:05)

Mrs. Hamlin recommended, and the Board approved unanimously, the 2021-2022 High School Program of Studies.

She also recommended, and the Board approved 8-1, the 2021-2022 District Calendar.

AUGUST 2021						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER 2021						
S	M	T	W	T	F	S
				1	2	3
				4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER 2021						
S	M	T	W	T	F	S
					1	2
					3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

NOVEMBER 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY 2022						
S	M	T	W	T	F	S
						1
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Hampton Township School District 2021-2022 Calendar

Date	Activities	Student Days	Teacher Days
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

Possible Make-up Days		Semester Terms	
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)	

FEBRUARY 2022						
S	M	T	W	T	F	S
			1	2	3	4
			5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MARCH 2022						
S	M	T	W	T	F	S
			1	2	3	4
			5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2022						
S	M	T	W	T	F	S
						1
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2022						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE 2022						
S	M	T	W	T	F	S
				1	2	3
				4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JULY 2022						
S	M	T	W	T	F	S
						1
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Board Approved: 1/11/21
Revised:

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

Covid-19 and Hybrid Schedule Continuation

(1:01:02)

Dr. Loughead gave an update regarding the ongoing use of a hybrid, pod-based system at the secondary level.

During the December 7th meeting, the Board approved the current hybrid system through which students from Pod A and Pod B alternate days of in-person attendance. When this plan was approved, the use of the hybrid system did not include a set deadline. The plan at this time is to extend use of the hybrid system at least through February following conversations with Allegheny County Health Department and with the substantial level of disease spread currently occurring in the county. The intention is to keep everyone as safe as possible while supporting students' education. The February Pod A and Pod B schedule is currently being finalized for distribution to secondary students and their families.

Enhanced Secondary Hybrid Instructional Model February 2021

February 2021						
S	M	T	W	T	F	S
	A 1	B 2	A 3	A 4	B 5	6
7	A 8	B 9	B 10	A 11	B 12	13
14	B 15	B 16	A 17	A 18	B 19	20
21	A 22	B 23	B 24	A 25	B 26	27
28						

Cohort A – 9 in person instructional days

Cohort B – 9 in person instructional days

Red blocks indicates No School day

Dr. Loughead relayed that the District is concluding a short period of remote learning for the high school, as was recommended by the Health Department. Students are returning this week and are continuing the hybrid schedule. He thanked members of the community for being cooperative and working through the contract tracing which was needed. The District has learned that being responsible and following the rules works. He encouraged everyone to be careful and follow Health Department guidelines.

Personnel

(1:04:45)

As Mrs. Midgley was participating by phone, Mrs. Hamlin introduced the following motions, which were unanimously approved:

Teachers:

1. It was recommended and the Board approved the increased rate for daily substitute teachers, listed below, effective January 18, 2021.

Position Dates	Rate
Days 1-30	\$100 per day
Days 31+	\$120 per day

Paraprofessional/Paraeducator/Administrative Assistant:

2. It was recommended and the Board approved Ms. Sarah Perez as a Substitute Class III Paraeducator for the District effective December 15, 2020. Hourly rate is \$13.00 per hour for the first 20 days and \$13.50 per hour thereafter.

Custodial:

3. It was recommended and the Board approved Mr. Justin Barber as a Substitute Custodian for the District effective January 4, 2021. Hourly rate is \$12.00 per hour for the first 20 days and \$12.50 per hour thereafter.

4. It was recommended and the Board approved 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 added that it was nice to welcome the next generation of the Koprivnikar family to the staff.

Motion Added to the Agenda at the Voting Meeting on January 11, 2021:

5. It was recommended and the Board approved Dr. Michael Loughead as District Superintendent for a term of 5 years starting July 1, 2021, at a salary of \$195,000 for the 2021-2022 school year, subject to the execution of a written agreement substantially in the form distributed to the Board and subject to final approval by the officers and District Solicitor.

Board Members thanked Dr. Loughead for the work he has done for the District and said they looked forward to his continuing leadership in the District. They reiterated that the most important job of the Board is to hire the superintendent. Dr. Loughead expressed his sincere appreciation for the

opportunity to continue to lead such a wonderful school district. He indicated that he is thankful to serve with such an outstanding school board, leadership team, faculty and staff.

Motions Added to the Agenda on January 8, 2021:

6. It was recommended and the Board approved Ms. Samantha Mrozinski as a Long-Term Substitute Science Teacher at Hampton High School from January 6, 2021 to approximately March 15, 2021. Salary is \$33,500, pro-rated. (Ms. Mrozinski is a substitute for Mrs. Amy Foley.)

7. It was recommended and the Board approved Mr. Lucas Hook as a Long-Term Substitute Physical Education Teacher at Hampton Middle School from January 25, 2021 to the end of the 2020-2021 School Year. Salary is \$33,500, pro-rated. (Mr. Hook is replacing Mr. Mark Gartner for the second semester of the 2020-2021 School Year.)

Board Members thanked Mr. Gartner for his work for the District and confirmed that he is continuing to take on the role of Teacher on Special Assignment for the Hampton Online Academy.

8. It was recommended and the Board approved a change in status for Ms. Marissa Kealey, moving from a Class III Para-educator to a Long-Term Substitute Special Education Teacher at Hampton High School effective January 14, 2021 to approximately April 8, 2021. Salary is \$33,500, pro-rated. (Ms. Kealey is a substitute for Mrs. Elizabeth Barnes.)

Technology

There were no action items this evening.

Policy/Legislative Affairs

There were no action items this evening.

Transportation

There were no action items this evening.

A.W. Beattie Career Center Board Report

(1:13:11)

Mr. Stein reported that A. W. Beattie Career Center has its next meeting on January 21. Everything for the center is currently in a state of flux as the leadership determines how to best serve students coming from multiple districts who are developing hybrid instructional plans. The goal is to develop a system that is supportive of all districts and continues to provide what is needed for students.

HAEE Report

(1:13:50)

Mrs. Midgley said that the next HAEE meeting is January 21.

Comments / Questions from Citizens

(1:14:10)

There were no public comments at the end of the meeting. However, a Board Member shared that some student artwork is being displayed in the common areas of The Block at Northway Mall.

Adjournment

(1:15:15)

Mr. Wesley adjourned the meeting. There was no executive session this evening.

