

BOARD MINUTES

AN EXECUTIVE SESSION WAS HELD AT 6:00 P.M., June 21, 2016 CONCERNING PERSONNEL/LEGAL MATTERS

The regular schedule meeting of the Palmerton Area School District Board of Directors was held on Tuesday, June 21, 2016 at 6:30 p.m. in the Conference Room of the Administration Office. President Recker presided.

FLAG SALUTE

ROLL CALL

Present: Directors Debski, Gildner, Harry, Myers, Recker, Scherer, Smale, Yeakel and Haas
Absent: NONE

OTHER ATTENDANCE

Scot Engler – Superintendent, Kimberly Ottinger – Acting Board Secretary, Ryan Kish, Business Manager, Attorney Conn – Solicitor

SUPERINTENDENT’S REPORT:

Tim Sisock from Barry Isett

- HVAC renovation is underway
- High School is shut down except for construction
- Ceilings and insulation are removed
- Found a few items not properly attached above ceiling and that is being remedied to meet code
- Switching insulation from armafex insulation to batt insulation which results in a savings of \$95,000. Armafex will be used where needed.

BUSINESS MANAGER’S REPORT:

- Business office working on real estate tax bills in anticipation of tonight’s Budget passing and resident to receive their bills on or around July 1, 2016.
- Gorman & Associates completed an interim audit on June 10th with full audit scheduled for September 23, 2016 & September 30, 2016.

PUBLIC PARTICIPATION:

- Michelle Muffley inquired as to what services are contracted for on Consent Agenda 16 L.

CONSENT AGENDA APPROVED

Director Gilder moved, seconded by Director Smale that the Board of Directors of the Palmerton Area School District approve the following consent agenda.

Aye Votes: All Directors Present
Nay Votes: None. Motion Carried

CONSENT AGENDA

MINUTES

Approve the minutes from the May 17, 2016 and May 24, 2016 meetings. (attachments on file)

FINANCIAL REPORTS

Approve the financial reports listed below:

- TREASURER’S REPORTS. (attachment on file)
- ACCOUNTS PAYABLE. (attachment on file)
- BUDGET TRANSFERS. (attachment on file)
- GRANTS. (attachment on file)

HS/FS TAX EXCLUSION

Approve the 2016-2017 homestead/farmstead taxable assessment exclusion of \$3,650 and the homestead/farmstead tax exclusion of \$202.68

RE TAX INSTALLMENT PAYMENT RESOLUTION	Approve the resolution #06.21.16 Per the Real Estate Tax Universal Installment Payment Plan Resolution, to use the following installment dates for the collection of the 2016 Real Estate Taxes (attachment on file)
TAX DUPLICATES	Grant permission to release the 2016 Tax Duplicates to the respective tax collectors for the fiscal year beginning July 1, 2016.
BUDGET TRANSFERS	Approve all budget transfers for fiscal year ending June 30, 2016 in order to comply with audit requirements. The Board will be provided with an itemized listing of all required budget transfers upon completion of the 2015-2016 audit.
ACCOUNTS PAYABLE	Authorize the Superintendent and Business Manager to make and release payments for the remaining June accounts payable.
STOP LOSS COVERAGE	Approve a 1.63% increase in Stop Loss Coverage for the 2016-2017 fiscal year through Great Midwest Insurance Company. The per employee per month charge will be \$132.66 with a maximum per employee deductible set at \$125,000.
WORKERS COMPENSATION	Approve the 2016-2017 workers compensation coverage through July 1, 2017 at an estimated cost of \$123,856.00.
CONTRACTS	Approve the contract with Health eTools for 5 buildings with a 3 year agreement at a cost of \$2,000.00. Approve the contract renewal with Blackboard Connect K-12 at a cost of \$4,626.90. Approve the contract with Shop Specialties, Inc., for shop machinery maintenance for the 2016-2017 school year at a cost of \$1,400.00 plus any parts required throughout the year. Approve the contract renewal with Frontline Technologies Group, LLC/Aesop Service at a cost of \$4,450.70.
COMPUTER SERVICES	Approve the 2016-2017 agreement with Central Susquehanna Intermediate Unit 16 for computer services at a rate based on student enrollment and an estimated cost of \$23,000.00.
INSURANCE COVERAGES	Approve the athletic insurance coverage through Axis Insurance Company for the period of August 14, 2016 to August 14, 2017 at a cost of \$34,706 with primary excess coverage over \$100. Approve voluntary student accident coverage through Axis Insurance Company for the period of August 14, 2016 to August 14, 2017 for a 24—hour wrap around rate of \$75.00, benefits excluding all sports.
BOARD TREASURER	Appoint Susan Debski as the Board Treasurer, effective July 1, 2016 through June 30, 2017, at the rate of \$400.
TENURE	Approve tenure for the following teachers who have obtained 3 years of satisfactory ratings with the Palmerton Area School District: <ul style="list-style-type: none"> • Kyle Poremba High School • Katie McCarroll Towamensing Elementary School • Jacob Zurn Towamensing Elementary School • Kaitlyn Andrews S.S. Palmer Elementary School • Tiffany Bachart Towamensing Elementary School
CURRICULUM COORDINATORS	Approve the following as curriculum coordinators at Parkside/S.S. Palmer for the 2016-2017 school year: <ul style="list-style-type: none"> • Holly Sell K-1 • Roberta Yeager Grades 2-3 • Meghan Barclay Grade 4 • Deanna Iles Grade 5 • Monique Hofford Grade 6

Approve the following as curriculum coordinators at Towamensing Elementary for the 2016-2017 school year:

- Joyce Paulinho K-1
- Susan Warakomski Grades 2-3
- Susan Deem Grade 4
- Kathryn McKeon Grade 5
- Jaclyn Ivancich Grade 6

Approve the following as curriculum coordinators at the Jr. High School for the 2016-2017 school year:

- Patricia Boyd Co-Chair, English/Language Arts
- Kevin Kolodziejcki Co-Chair, English/Language Arts
- Kim Seiler Social Studies
- Kathy Englert Math/Science

Approve the following as curriculum coordinators at the Sr. High School for the 2016-2017 school year:

- Bonnie Tavella Co-Chair, English
- Anna Corby Co-Chair, English
- Michael Gombert Co-Chair, Social Studies
- Paul McArdle Co-Chair, Social Studies
- Pamela Wuest Math
- Jeanne Knepper Science
- Thomas Smelas Business
- Jose Elvir World Language
- Carol Andrews Health/Physical Education
- Miranda Allen Co-Chair, Secondary Specialist
- Whitney Kern Co-Chair, Secondary Specialist

RESIGNATIONS

Accept resignation of Patricia Smiley as an Instructional Assistant at Parkside Education Center, effective May 27, 2016.

SALARY ADJUSTMENT

Approve the following salary movements, effective the 2016-2017 school year:

- Trisha Green Bachelor's to Bachelor's +24
- Suzanne Lynn Bachelor's +24 to Master's
- Tricia Wampole Bachelor's +24 to Masters's

EXTRA CURRICULAR POSITIONS

Approve the following extracurricular positions for the 2016-2017 school year:

- Chrissy Rehatchek Band Front Advisor stipend pending contract negotiations
- Tara Frantz Vol. Field Hockey Coach volunteer
- Christine DeLong Cheerleading Advisor stipend pending contract negotiations
- Kerry Jahelka Strength/Conditioning volunteer
- Sam Oberlander Volunteer
- Sam Oberlander Vol. Wrestling Coach volunteer
- Bob Hock Head Softball Coach stipend pending contract negotiations
- Jeff Minnich Head Track Coach stipend pending contract negotiations
- Austin Cseh Asst. Track Coach stipend pending contract negotiations
- Wynn Cseh Asst. Track Coach stipend pending contract negotiations
- Jim Hay Asst. Track Coach stipend pending contract negotiations
- Bill Stoudt Asst. Track Coach stipend pending contract negotiations
- Tyrone Lewis MS Track Coach stipend pending contract negotiations
- Frank Jacobs Volunteer Track Coach volunteer
- Lorna Lewis Volunteer Track Coach volunteer
- Russell Derrick Volunteer Track Coach volunteer

**REMOVE
SUBSTITUTES**

Remove the following from the substitute list as per their request:

- Matthew Zellner Substitute IA
- David McClellan Substitute Teacher
- Nakea Beers Substitute Teacher

**TUITION RE-
IMBURSEMENTS**

Approve the attached tuition reimbursement.

**GRADUATING
CLASS**

Accept the status that the members of the senior class of 2016 have completed the graduation requirements set forth by the Pennsylvania Department of Education and the Board of Education of the Palmerton Area School District. (attachment on file)

CONTRACTS

Approve the facilities contracts for the 2016-2017 school year. (attachment on file)

AGREEMENT

Approve the agreement with George F. Shovlin for legal services.

FIELD TRIP

Approve the Music field trip to Williamsburg, VA on April 20-23, 2017 at a cost to the district of substitutes for the Band and Chorus teachers.

PSBA DELEGATE

Appoint Darlene Yeakel as voting delegate to attend the 2016 PSBA Delegate Assembly Meeting on Saturday, October 15, 2016.

End of Consent Agenda

**2016-2017
BUDGET
APPROVED**

Director Smale moved, seconded by Director Gildner that the Board of Directors of the Palmerton Area School District approve the Palmerton Area School District General Operating Budget for the 2016-2017 fiscal year with a real estate tax levy of 55.5293 mills (a 1.72 mill increase over 2015-2016) with budgetary expenditures of \$31,486,429. The board also authorizes, as a part of the General Operating Budget adoption, the Section 679 Per Capita Tax of \$5.00: Act 511 Earned Income Tax of 1.00%; Act 511 Per Capita Tax of \$10.00: Act 511 Realty Transfer Tax of 1.00%; Local Services Tax of \$5.00. The Board reaffirms and reenacts all collection procedures that are applicable to the local service tax, Section 679 and 511 Per Capita tax and Act 511 Earned Income Tax, and Act 511 Realty transfer tax. For informational purposes: Sharing of certain taxes occurs as permitted by law: Per Capita --\$10.00 school district, \$5.00 municipality; Earned Income Tax --.5% school district, .5% municipality; Realty Transfer Tax -- .5% school district, .5% municipality; Local Services Tax --\$5.00 school district, \$47.00 municipality.

Aye Votes: Directors Gildner, Debski, Smale, Harry, Haas, Recker
Nay Votes: Directors Myers, Yeakel, Scherer. Motion Carried

**FUND TRANSFER
APPROVED**

Director Debski moved, seconded by Director Smale that the Board of Directors of the Palmerton Area School District approve the transfer from the General Fund (10) of \$3,000,000 to the Capital Reserve Fund (32) per Municipal Code, Section 1431.

Aye Votes: Directors Debski, Smale, Myers, Harry, Haas, Yeakel, Gildner, Recker
Nay Votes: Director Scherer. Motion Carried

**2016-2017
BONDING
APPROVED**

Director Scherer moved, seconded by Director Myers that the Board of Directors of the Palmerton Area School District approve the following bonding amounts for the 2016-17 fiscal year:

- Board President \$100,000
- Board Vice President \$100,000
- Board Secretary \$100,000
- Superintendent \$100,000
- Business Manager \$100,000
- Employee Blanket Bond \$ 5,000
- Board Treasurer \$100,000

Aye Votes: All Directors Present
Nay Votes: None. Motion Carried

**MEDICAL
INSURANCE
INCREASE
APPROVED**

Director Gildner moved, seconded by Director Myers that the Board of Directors of the Palmerton Area School District approve a 9.3% increase in medical insurance rates for the 2016-2017 fiscal year. This increase will allow for sufficient funds from which to pay medical claims.

Director Harry:

- Do we research other options

Superintendent Engler:

- Shop around for best rate

Aye Votes: All Directors Present

Nay Votes: None. Motion Carried

**DENTAL
INSURANCE
INCREASE
APPROVED**

Director Scherer moved, seconded by Director Myers that the Board of Directors of the Palmerton Area School District approve a 5.6% increase in dental rates for the 2016-2017 fiscal year using Delta Dental.

Director Harry:

- Do we research other options

Superintendent Engler:

- Shop around for best rate

Aye Votes: All Directors Present

Nay Votes: None. Motion Carried

**PERSONNEL
APPROVED**

Director Scherer moved, seconded by Director Harry that the Board of Directors of the Palmerton Area School District approve Justin Petersen as a High School Science Teacher effective August 16, 2016 at Bachelor's Step 1, salary pending contract negotiations.

Aye Votes: All Directors Present

Nay Votes: None. Motion Carried

Director Smale moved, seconded by Director Yeakel that the Board of Directors of the Palmerton Area School District approve Kayla Creed as an Elementary Teacher at Parkside Education Center effective August 16, 2016 at Bachelor's Step 1, salary pending contract negotiations.

Aye Votes: All Directors Present

Nay Votes: None. Motion Carried

Director Scherer moved, seconded by Director Harry that the Board of Directors of the Palmerton Area School District approve Shana O'Gurek as an Elementary Teacher at S.S. Palmer Elementary effective August 16, 2016 at Bachelor's Step 1, salary pending contract negotiations.

Aye Votes: All Directors Present

Nay Votes: None. Motion Carried

Director Yeakel moved, seconded by Director Smale that the Board of Directors of the Palmerton Area School District approve Lori Shaffer as Building Secretary at SS Palmer Elementary School, effective June 13, 2016 at the rate of \$29,523 prorated.

Aye Votes: All Directors Present

Nay Votes: None. Motion Carried

Director Yeakel moved, seconded by Director Smale that the Board of Directors of the Palmerton Area School District approve Bryna Witkowski as a LTS School Counselor at the High School at Masters, Step 1, effective the start of the 2016-2017 school year.

Aye Votes: All Directors Present

Nay Votes: None. Motion Carried

Director Gildner moved, seconded by Director Debski that the Board of Directors of the Palmerton Area School District approve Jennifer Anthony as an Instructional Assistant at SS Palmer Elementary School, effective August 23, 2016 at the new hire rate of \$14.05/hour.

Aye Votes: All Directors Present
Nay Votes: None. Motion Carried

Director Scherer moved, seconded by Director Smale that the Board of Directors of the Palmerton Area School District approve Becky Christman as a Title I Instructional Assistant at the Parkside Education Center, effective August 23, 2016, at the new hire rate of \$14.05/hour.

Aye Votes: All Directors Present
Nay Votes: None. Motion Carried

INFORMATION ITEMS: (attachments on file)

- Enrollment, May 31, 2016
- LCCC Board Minutes, May 5, 2016
- LCCC President's Desk, June 2016
- Avenger, Senior Edition
- PSBA Bulletin, May/June
- Board Summary

ADJOURNMENT

Director Scherer moved, seconded by Director Gildner, that the Board of Directors of the Palmerton Area School District adjourn the meeting at 6:43 p.m.

Aye Votes: All Directors Present
Nay Votes: None. Motion Carried

Respectfully submitted,

Kimberly Ottinger
Acting Board Secretary