

**PALMERTON AREA SCHOOL DISTRICT**

Palmerton, PA

Tuesday, August 17, 2021

**BOARD MINUTES**

	<p>The regular board meeting of the Palmerton Area School District Board of Directors was held in person on Tuesday, August 17, 2021, at 6:35 p.m. Vice President Larvey presided. Zoom meeting was also available.</p>
<b>ROLL CALL</b>	<p>Pledge of Allegiance</p> <p>Present: Directors Fallow (via Zoom), Haas, Larvey, Mazepa, Paules, Recker, Scherer, and Zellers</p>
<b>OTHER ATTENDANCE</b>	<p>Jodi Frankelli – Superintendent, Ryan Kish – Business Manager, Jacqueline McCandless – Board Secretary, Shawn Lochinger – Solicitor, and Stacey Connell</p>
<b>NEW SCHOOL DIRECTOR</b>	<p>Director Recker moved, seconded by Director Haas, to appoint Stacey Connell as a Palmerton Area School District Board Director to conclude the term left by Katherine Baumgardt’s resignation.</p>
	<p>Aye Votes: All Directors Present. Nay Votes: None. Motion Carried.</p>
<b>OATH TO SCHOOL DIRECTOR</b>	<p><b>ADMINSTERED OATH OF OFFICE FOR STACEY CONNELL AS NEW SCHOOL DIRECTOR</b></p>
	<p><b>SUPERINTENDENT’S REPORT:</b></p> <ul style="list-style-type: none"><li>• Our 10-year partnership began in July with St. Luke’s University Health Network. Volunteers painted HS Library, AED’s have arrived for each building, banners will be created for athletic fields. We are excited to begin the partnership.</li><li>• In process of planning a district-wide food drive, will support local food pantries, more info to follow</li><li>• Freshman orientation well attended by students, students did nice of job of explaining clubs and events to incoming freshman</li><li>• Ms. Schuler introduced and welcomed new employees: Brett Hoch, HS Math; Morgan Hesse, 3<sup>rd</sup> Grade at Palmer; Chelsea Wyant, Special Ed Teacher at Palmer; and Christine McCarroll, Special Ed Teacher at HS</li></ul>
	<p><b>BUSINESS MANAGER’S REPORT:</b></p> <ul style="list-style-type: none"><li>• After bond refinancing authorization by the Board, we will be working with PFM to prepare the documents and for the ratings agency call. At the next meeting, we will approve our debt resolution and by November have settlement. This refinancing will have a positive effect on our current year’s budget.</li><li>• Local auditors on site next week for annual audit. Cafeteria also preparing for audit that will require observation of operations and serving process, as well as review of funding, wellness committee, trainings, and certifications.</li><li>• The SSO breakfast and lunch program is approved for this school year and similar to last year - one free lunch and breakfast will be supplied to students. This year the program is only open to students enrolled in the district.</li></ul>

**BOARD MEMBER REPORTS:**

- Director Zellers – PSBA:
  - Virtual Advocacy Day is October 13, 2021, signup on PSBA
  - Legislative Action Committee is recruiting for positions, focusing talks on furthering charter school reform
  - Allwein Society looking for nominations for their recognition program honoring school directors
  - Congratulations to Lehigh Area School District for holding a successful academic and adventure camp for K-8 students this summer
- Director Haas – Library/IU:
  - Ongoing events are story time, block play area, music time, \$5 tote bag fill, basket raffle, read-to-me program, inter-library loan system, check website for details
  - Today first day for IU students
- Director Larvey – LCCC:
  - Mask mandate instituted on campus

**PUBLIC PARTICIPATION:**

- None

**CONSENT AGENDA**

Director Zellers moved, seconded by Director Mazepa, to approve the attached consent agenda.

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

**CONSENT AGENDA:**

**BOARD MINUTES**

Approved Board Meeting Minutes from July 20, 2021

Approved Board Meeting Minutes from August 3, 2021

**FINANCIAL REPORTS**

Approved Accounts Payable Reports

Approved Treasurer’s Reports

**ADULT LUNCH PRICE**

Approved the following lunch price for the 2021-2022 school year: Adult lunch - \$4.00

**SERVICE LEVEL AGREEMENT TAX SERVICES-BERKS CTY IU**

Approved the Service Level Agreement Tax Services with Berks County Intermediate Unit for Real Estate and Per Capita Taxes

**SS PALMER PLAYGROUND EQUIPMENT**

Approved the purchase of replacement playground equipment for the S.S. Palmer playground from Recreation Resource USA at a price of \$26,072. Playground equipment is being funded through a donation of \$16,500 from the Palmer/Parkside PTO with the remaining funds coming from the S.S. Palmer activities account

**DONATION FROM PTO**

Accepted the donation from the Palmer/Parkside PTO in the amount of \$16,500 to be used for the S.S. Palmer playground equipment

<b>HEARTLAND PAYMENT SYSTEMS- CAFETERIA POS</b>	Approved the annual renewal agreement with Heartland Payment Systems for cafeteria POS system license and support for the 2021-2022 school year in the amount of \$2,391.50 payable from the food service fund
<b>TEACHERS HIRED</b>	<p>Approved Brett Hoch as High School Math Teacher at Bachelor’s, Step 1, at a salary of \$46,750 effective August 18, 2021</p> <p>Approved Morgan Hesse as Elementary Teacher, Grade 3, at S.S. Palmer Elementary at Bachelor’s, Step 2, at a salary of \$47,750 effective August 18, 2021</p> <p>Approved Chelsea Wyant as Elementary Special Education Teacher at S.S. Palmer Elementary at Bachelor’s +24, Step 1, at a salary of \$47,250 effective August 18, 2021</p> <p>Approved Christine McCarroll as High School Special Education Teacher at Bachelor’s +24, Step 3, at a salary of \$48,750 effective August 18, 2021</p>
<b>IAs HIRED</b>	<p>Approved the following instructional assistants at the rate of \$16.28 per hour effective August 24, 2021:</p> <ul style="list-style-type: none"> <li>• Sonya Porter- S.S. Palmer</li> <li>• Brooke Magill- High School</li> <li>• Jenna McHugh – High School</li> </ul>
<b>CAFETERIA TEAM LEADER RESIGNATION</b>	Accepted the resignation of Eileen Heiney as cafeteria team leader at Parkside Elementary effective August 24, 2021 and remain as food service employee at the rate of \$15.00 per hour effective August 24, 2021
<b>FOOD SERVICE HIRES</b>	<p>Approved Keri Repnyck as team leader food service employee at the rate of \$15.10 per hour effective August 24, 2021</p> <p>Approved the following team leader food service employees at the rate of \$15.72 per hour effective August 24, 2021:</p> <ul style="list-style-type: none"> <li>• Teresa Reed</li> <li>• Wendy Magner</li> </ul> <p>Approved the following food service employees at the rate of \$13.85 per hour effective August 24, 2021:</p> <ul style="list-style-type: none"> <li>• Abby Bankos</li> <li>• Jennifer Hedmeck</li> <li>• Amanda Kromer</li> <li>• Kristy Santee</li> </ul>
<b>PT CUSTODIAN HIRED</b>	Approved Diane Fronheiser as part-time custodian at Towamensing Elementary at the rate of \$14.67 per hour effective August 18, 2021
<b>HORIZONTAL MOVEMENTS</b>	<p>Approved the following column movement effective first semester of 2021-2022 school year:</p> <ul style="list-style-type: none"> <li>• Paula Frey from Master’s +45 to Master’s +60</li> <li>• Monique Hofford from Master’s to Master’s +15</li> <li>• Shanna Koscinski from Master’s +15 to Master’s +30</li> <li>• Susan Warakomski from Master’s +45 to Master’s +60</li> </ul>

**TEACHER SALARY CORRECTION**

Approved the correction of annual salary for Katherine Baumgardt, High School English Teacher, at Master's Equivalency, Step 8, from \$54,550 to \$54,500 effective upon release from her current employer

**TEACHER RESIGNATION**

Accepted the resignation of Whitney Kern as Secondary Librarian/Gifted Teacher effective August 13, 2021

**CAC RESIGNATION**

Accepted the resignation of Christopher Kimmel as curriculum advisory council (CAC) grade 2 & 3 representative at S.S. Palmer Elementary for the 2021-2022 school year

**CAC APPROVAL**

Approved Valerie Hunsicker as curriculum advisory council (CAC) grade 2 & 3 representative at S.S. Palmer Elementary for the 2021-2022 school year with a stipend of \$1,756.00

**2021-2022 MENTORS**

Approved the following mentors for the 2021-2022 school year:

Robert Falkenstein	<i>for</i> Katherine Baumgardt	Half year at \$730.50
Lisa Ward	<i>for</i> Crystal Stavitzski (1 <sup>st</sup> semester)	Half year at \$730.50
Carol Andrews & Carole Burkhardt, Co-Mentors	<i>for</i> Malia Mueller	Full year at \$730.50 each
Michelle Muffley & Kristin Heller, Co-Mentors	<i>for</i> Alexander Orr	Full year at \$730.50 each
Kristen Perdew	<i>for</i> Joseph Trimmel	Full year at \$1,461.00
Lynn Sutton	<i>for</i> Chelsea Wyant	Full year at \$1,461.00
Melisa Beahn	<i>for</i> Morgan Hesse	Full year at \$1,461.00
Travis Fink	<i>for</i> Brett Hoch	Full year at \$1,461.00
Joshua Nenscel	<i>for</i> Christine McCarroll	Full year at \$1,461.00

**COACH RESIGNATIONS**

Accepted the following resignations for coaches for the 2021-2022 school year:

Jeffrey Bennett	Girls' Basketball Co-Assistant Coach
Lyndsey Heinrich	Girls' Basketball Co-Assistant Coach
Nikki Boccia	Softball Volunteer Assistant Coach

**COACHES HIRED**

Approved the following coaches as for the 2021-2022 school year effective August 18, 2021:

Michael J. Horvath	Girls' Basketball Co-Assistant Coach	\$2,059.00
Michael C. Horvath	Girls' Basketball Co-Assistant Coach	\$2,059.00
Michael Noyola	Cross Country Volunteer Assistant Coach	--

**TUITION REIMBURSEMENTS**

Approved tuition reimbursements

**2<sup>nd</sup> READING POLICIES & ADOPTION 236-236.1-601-602-603-604-605-607-608-609-611-612-613-810-810.1-810.2-810.3-810.4-818**

Approved the second reading and adoption of the following polices:

- 1) Policy #236 Student Assistance Program
- 2) Policy #236.1 Threat Assessment
- 3) Policy #601 Objectives
- 4) Policy #602 Budget Planning
- 5) Policy #603 Budget Preparation
- 6) Policy #604 Budget Hearing
- 7) Policy #605 Tax Levy

- 8) Policy #607 Tuition Income
- 9) Policy #608 Bank Accounts
- 10) Policy #609 Investment of District Funds
- 11) Policy #611 Purchases Budgeted
- 12) Policy #612 Purchases Not Budgeted
- 13) Policy #613 Cooperative Purchasing
- 14) Policy #810 Transportation
- 15) Policy #810.1 School Bus Drivers & School Commercial Motor Vehicle Drivers
- 16) Policy #810.2 Transportation-Video/Audio Recording
- 17) Policy #810.3 School Vehicle Drivers
- 18) Policy #810.4 Employee & Volunteer Driver History Records
- 19) Policy #818 Contracted Services Personnel

**LEADER IN ME AGREEMENT**

Approved the *Leader in Me* agreement for the 2021-2022 school year in the amount of \$64,686.74

**KRE SECURITY CONTRACTS**

Approved the KRE Security, LLC, athletic agreement for the 2021-2022 school year in the estimated amount of \$15,000

Approved the KRE Security, LLC, district agreement for the 2021-2022 school year in the estimated amount of \$163,500

**SECURITY GUARDS**

Approved the following KRE Security guards for the 2021-2022 school year:

- Brian Conte- High School
- Sabu Richards- Towamensing
- Mark Thomas- S.S. Palmer and Parkside

**BUS DRIVERS**

Approved the following George's Transportation bus drivers for the 2021-2022 school year:

Lori Ahner	LeRoy Kemmerer
Keith Behler	Walter Kroboth
Rodney Cameron	Cynthia Marx
Henry Dorward	Rebecca McMullen
Susan Dorward	Edward Moyer
Dennis Erkinger	Sarah Salter
Donna Fischer	Paul Shinsec
Barry George	Renee Shupp
Benjamin George	Gary Stahler
Leon George	Diane Strohl
Francis Goss	Roxanne Stroup
Donna Hahn	Armitta Thomas
Barry Hoffman	Steven Vlossak
Kelli Keys	Michael Wright
Tracey Kline-Carey	Trudy Ziegenfuss

**BUS ROUTES**

Approved the bus routes for the 2021-2022 school year

**ATHLETIC HANDBOOK**

Approved the Student Athletic Handbook for the 2021-2022 school year

**COACHES  
HANDBOOK  
ATHLETIC  
SEASON  
PASSES/TICKETS**

Approved the Coaches Handbook for the 2021-2022 school year

Approved the athletic season passes and ticket prices for the 2021-2022 school year

**END OF CONSENT AGENDA**

**2016 BOND  
REFINANCING**

Director Haas moved, seconded by Director Zellers, to authorize the Administration to work with PFM Financial Advisors, LLC. as Independent Financial Advisor, Eckert Seamans Cherin & Mellott, LLC as Bond Counsel, Boenning & Scattergood as Underwriter, and its local Solicitor in conjunction with the potential refinancing of some or all of its Series of 2016 Bond.

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

**FIREFIGHTERS  
TAX INCENTIVE**

Director Scherer moved, seconded by Director Haas to approve an Act 91 Firefighters Tax Incentive for eligible active members of the Palmerton Fire Department which would include 20% off the real estate tax and \$150 off the earned income tax. The Department's Fire Chief will submit a notarized letter to the District verifying that eligible firefighters have met the Department's minimum requirements for active status as written in their standard operating guidelines.

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

**PUBLIC PARTICIPATION:**

- None

**FOR THE GOOD OF THE ORDER:**

- Director Scherer asked how preparations for the start of the year are going; Dr. Frankelli reviewed next week's schedule for teachers/staff
- Mr. Heaney reported that the technology equipment is ready with some exceptions; teachers have new equipment in their rooms
- Director Fallow asked if in-person board meetings will continue and masks remain optional. Consensus of the Board is to have in-person meetings and masks optional
- Mrs. Husar stated the window project was the best construction project; feels cooler in the building
- Director Haas asked if the teachers' rooms will be decorated as in the past; also wishes to visit twice a year
- Director Scherer would like parameters to be set for board members requesting to visit schools

**ADJOURNMENT**

Director Scherer moved, seconded by Director Recker, to adjourn the meeting at 7:14 p.m.

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

Respectfully submitted,

Jacqueline McCandless  
Board Secretary

