

SCHUYLKILL HAVEN AREA SCHOOL DISTRICT
MINUTES OF THE REGULAR BOARD MEETING
November 15, 2017

The Board of School Directors of the Schuylkill Haven Area School District met in regular monthly session in the Hale Board Room on the above date beginning at 6:01 pm. Secretary Felty took roll call and the following board members responded:

- Mr. Scott Jacoby
- Mr. Eric Felty
- Mrs. Diana McGoey
- Mrs. Melissa Strauch
- Mrs. Sandy Hess
- Mrs. Rebecca Sterner-Ulsh
- Mrs. Jennifer Stoyer
- Absent personal reasons:
 - Mr. Kevin Weiser
 - Mrs. Crystal McGarry
- Visitor(s):
 - Ms. Angelina Colna
 - Mr. Damien Detweiler
 - Mrs. Jane Gordon
 - Ms. Bailee Nauyalis
 - Ms. Shea Singley
 - Mr. Hunter Strauch
- Administrators listed below:
 - Mr. Matthew Buletza
 - Mr. Matthew Horoschak
 - Dr. Susan Morgan
 - Mr. Ken Rossi
 - Mr. Dennis Siket
 - Dr. Sarah Yoder
- Business Manager Mrs. Kim Umphrey
- Solicitor Attorney James Caravan
- Superintendent Dr. Fitzpatrick

Secretary Felty proceeded with the reading of the Regular Board Meeting minutes held October 18, 2017. Mr. Felty moved to dispense further reading of the minutes. On motion of Mrs. Strauch, seconded by Mrs. Stoyer, the motion was approved. Vote carried unanimously.

The receipt of Tax Collectors and Realty Transfer Taxes in the amount of \$11,288.90 after a 2% commission deduction of \$230.39 were presented by Mr. Jacoby and any questions by the Board to be presented to Mrs. Umphrey. On motion of Mrs. McGoey, seconded by Mrs. Ulsh, the Tax Collector Realty Transfer Reports were received and filed. A roll call vote was taken and all voted yes.

President Jacoby asked for any Secretary report. Mr. Felty did not have anything to report.

President Jacoby called for public comments.

The following **REPORT OF THE STUDENT ACTIVITIES COMMITTEE** was presented by Mrs. Hess:

The Student Activities Committee met November 8, 2017. In attendance were Directors:

- Mrs. Sandy Hess
- Mrs. Melissa Strauch
- Mrs. Rebecca Sterner Ulsh
- Mr. Kevin Weiser

Also present were:

➤ Visitors:

Mr. Sam Detweiler
Mrs. Colleen Fanelli
Mrs. Jane Gordon
Mrs. Lisa Hartz
Ms. Rhonda Johnson
Ms. Jennifer Schaeffer
Ms. Shea Singley

➤ Administrators listed below:

Mr. Matt Buletza
Mr. Matt Horoschak
Dr. Susan Morgan
Mr. Ken Rossi
Mr. Dennis Siket
➤ Athletic Director Mr. Scott Buffington
➤ Solicitor Attorney James Caravan
➤ Business Manager Mrs. Kim Umphrey
➤ Superintendent Dr. Shawn Fitzpatrick

The following are the minutes of the meeting together with any recommendations for Board consideration:

1. The Committee recommends closing the High School Leo Student Activity Club.
2. The Committee recommends opening a High School Hurricane Creations Student Activity Club.
3. The Committee recommends the following extracurricular reappointment positions at the contracted stipend:

Assistant Swim Coach	- Sarah Jones
Assistant Wrestling Coach	- Keith Sterner
Recreational Fall Team Swim Coach	- Becky Netznik
Middle School Boys Basketball Head Coach	- Zach Bitting
Boys Basketball Assistant Coach	- Jim Duncan

Mrs. Hess moved and Mrs. Strauch seconded the motion to approve items 1. through 3. above. On a roll call vote, there being 7 yeas and 2 absent, President Jacoby declared the motion carried.

4. The Committee recommends the following volunteer extracurricular positions:

a. Appointments

Volunteer Boys Basketball Coach	- Brian Welsh
Volunteer Track & Field Coach	- Ted Smith
Volunteer Swim Coach	- Kyle Schuetrum
Volunteer Wrestling Coach	- Brian Costenbader

b. Reappointments

Volunteer Boys Basketball Coach	- Chip Kulp
Volunteer Boys Basketball Coach	- Shane Wert
Volunteer Wrestling Coach	- Corey Gipe

5. The Committee recommends approval of the facilities requests as presented.
6. The Committee recommends the appointment of Mrs. Peg Palladino as volunteer Swim Coach for the 2017-18 winter swim season.

7. The Committee recommends the appointment of Ms. Ashley Bubbenmoyer as Volunteer Color Guard for the 2017-18 winter season.

Mrs. Hess moved and Mrs. McGoey seconded the motion to approve items 4. through 7. above. On a roll call vote, there being 7 yeas and 2 absent, President Jacoby declared the motion carried.

The following **REPORT OF THE SCHOOL PLANT COMMITTEE** was presented by Mrs. McGoey:

The School Plant Committee met November 8, 2017. In attendance were Directors:

- Mrs. Sandy Hess
- Mrs. Melissa Strauch
- Mrs. Rebecca Sterner Ulsh
- Mr. Kevin Weiser

Also present were:

➤ Visitors:

Mr. Sam Detweiler
Mrs. Colleen Fanelli
Mrs. Jane Gordon
Mrs. Lisa Hartz
Ms. Rhonda Johnson
Ms. Jennifer Schaeffer
Ms. Shea Singley

➤ Administrators listed below:

- Mr. Matt Buletza
Mr. Matt Horoschak
Dr. Susan Morgan
Mr. Ken Rossi
Mr. Dennis Siket
- Supv. Buildings & Grounds Mr. Ken Albitz
 - Solicitor Attorney James Caravan
 - Business Manager Mrs. Kim Umphrey
 - Superintendent Dr. Shawn Fitzpatrick

The following are the minutes of the meeting together with any recommendations for Board consideration:

1. The Committee recommends approval of the first reading of revised Policy 711 - Cell Phones as presented.

Mrs. McGoey moved and Mr. Felty seconded the motion to approve. On a roll call vote, there being 7 yeas and 2 absent, President Jacoby declared the motion carried.

The following **REPORT OF THE EDUCATION COMMITTEE** was presented by Mr. Felty:

The Education Committee met November 8, 2017. In attendance were Directors:

- Mrs. Sandy Hess
- Mrs. Melissa Strauch
- Mrs. Rebecca Sterner Ulsh
- Mr. Kevin Weiser

Also present were:

- Visitors:
 - Mr. Sam Detweiler
 - Mrs. Colleen Fanelli
 - Mrs. Jane Gordon
 - Mrs. Lisa Hartz
 - Ms. Rhonda Johnson
 - Ms. Jennifer Schaeffer
 - Ms. Shea Singley
- Administrators listed below:
 - Mr. Matt Buletza
 - Mr. Matt Horoschak
 - Dr. Susan Morgan
 - Mr. Ken Rossi
 - Mr. Dennis Siket
 - Solicitor Attorney James Caravan
 - Business Manager Mrs. Kim Umphrey
 - Superintendent Dr. Shawn Fitzpatrick

The following are the minutes of the meeting together with any recommendations for Board consideration:

1. Acceptance of the following Paraprofessional resignations:

Mr. Arthur Miller, Jr. effective November 10, 2017
Christina Mykut effective November 17, 2017

Mr. Felty moved and Mrs. Hess seconded the motion to approve. On a roll call vote, there being 7 yeas and 2 absent, President Jacoby declared the motion carried.

2. The FMLA leave request of Employee #31539 from approximately February 2, 2018 through May 2, 2018 is recommended for approval.

Mr. Felty moved and Mrs. McGoey seconded the motion to approve. On a roll call vote, there being 7 yeas and 2 absent, President Jacoby declared the motion carried.

3. The Committee recommends the first reading of new Policy 800 – Records Management.

Mr. Felty moved and Mrs. Ulsh seconded the motion to approve. On a roll call vote, there being 7 yeas and 2 absent, President Jacoby declared the motion carried.

4. The Committee recommends the second reading of revised Policy 707 – Use of School Facilities.

Mr. Felty moved and Mrs. Ulsh seconded the motion to approve items 4. through 8. & 9. and 10. On a roll call vote, there being 7 yeas and 2 absent, President Jacoby declared the motion carried.

5. The Committee recommends adopting the Title I Parent and Family Engagement Policy as presented.

6. The Committee recommends the appointment of Ms. Sarah Wright as Paraprofessional effective November 13, 2017.

7. The 2018-2019 SCIU #29 Calendar is recommended for adoption as presented.

8. The Committee recommends approving the SCIU Classroom Lease renewal for conducting a pre-school instructional program.
- 8.5. The Committee recommends approval of the discipline agreements for Students #4728, #4746, #5057 as presented.

Mr. Felty moved and Mrs. Hess seconded the motion to approve. On a verbal roll call vote by Mrs. Gordon, there being 7 yeas and 2 absent, President Jacoby declared the motion carried (7-0).

9. The Committee recommends adding Ms. Lisa Mendez to the Paraprofessional substitute roster for the 2017-18 school year effective upon completion of required personnel records.
10. The Committee recommends adding Mr. Timothy Sayers to the Health Tech substitute roster for the 2017-18 school year.

The following **REPORT OF THE FINANCE COMMITTEE** was presented by Mr. Felty:

The Finance Committee met November 8, 2017. In attendance were Directors:

- Mrs. Sandy Hess
- Mrs. Melissa Strauch
- Mrs. Rebecca Sterner Ulsh
- Mr. Kevin Weiser

Also present were:

- | | |
|---|--|
| <ul style="list-style-type: none"> ➤ Visitors: Mr. Sam Detweiler Mrs. Colleen Fanelli Mrs. Jane Gordon Mrs. Lisa Hartz Ms. Rhonda Johnson Ms. Jennifer Schaeffer Ms. Shea Singley | <ul style="list-style-type: none"> ➤ Administrators listed below: Mr. Matt Buletza Mr. Matt Horoschak Dr. Susan Morgan Mr. Ken Rossi Mr. Dennis Siket ➤ Solicitor Attorney James Caravan ➤ Business Manager Mrs. Kim Umphrey ➤ Superintendent Dr. Shawn Fitzpatrick |
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The following are the minutes of the meeting together with any recommendations for Board consideration:

1. Mrs. Umphrey presented the board a brief 2018-19 budget overview. She explained the district's adjusted Act 1 index is 3.4%. Monthly updates will follow.
2. Mrs. Umphrey informed the board a refund of \$6,220.13 will be issued from the SCIU based on final reconciliation the 2016-17 school year.
3. The bills for the month of November are presented and recommended for payment.

Mr. Felty moved and Mrs. McGoey seconded the motion to approve. On a roll call vote, there being 7 yeas and 2 absent, President Jacoby declared the motion carried.

Dr. Yoder provided the board the Winter Keystone Schedule beginning December 5 through 13, 2017.

Meeting adjourned with motion by Mr. Felty, second by Mrs. Hess at 6:30 pm.

Respectively submitted,

Eric R. Felty
School Board Secretary

jmg

**SCHUYLKILL HAVEN AREA SCHOOL DISTRICT
REPORT OF THE TREASURER
OCTOBER 2017**

Book	<u>GENERAL FUND</u>	Bank
\$ 41,164.12	Balance - September 30, 2017	\$ 63,075.60
1,403,474.98	Transfers from Special IMMA Account	1,403,474.98
40.49	Interest	40.49
(1,400,294.47)	Disbursements	(1,411,204.65)
\$ 44,385.12	Bank Balance - October 31, 2017	\$ 55,386.42
	Outstanding Checks	(11,001.30)
\$ 44,385.12	Balance - October 31, 2017	\$ 44,385.12

<u>SPECIAL IMMA ACCOUNT</u>		
\$ 4,110,168.26	Balance - September 30, 2017	\$ 4,029,822.00
488,341.73	Receipts	382,370.61
928,198.16	Transfers from PLGIT	928,198.16
1,075.42	Interest	1,075.42
(1,403,474.98)	Transfers to General Fund	(1,403,474.98)
\$ 4,124,308.59	Bank Balance - October 31, 2017	\$ 3,937,991.21
	Outstanding Checks	186,317.38
\$ 4,124,308.59	Balance - October 31, 2017	\$ 4,124,308.59

PLGIT ACCOUNT

Balance - September 30, 2017	\$ 3,055,638.81
Receipts	1,534,185.61
Interest	1,796.52
Disbursements	-
Procurement Card Purchases	(162,506.28)
Transfers to Special IMMA Account	(928,198.16)
Balance - October 31, 2017	\$ 3,500,916.50

UNRESERVED DESIGNATED FUND

Balance - September 30, 2017	\$ 1,316,486.28
Interest	\$ 1,154.18
Balance - October 31, 2017	\$ 1,317,640.46

RIVERVIEW GENERAL FUND

Balance - September 30, 2017	\$ 654,233.90
Interest	573.57
Balance - October 31, 2017	\$ 654,807.47

**SCHUYLKILL HAVEN AREA SCHOOL DISTRICT
REPORT OF THE TREASURER
OCTOBER 2017**

SAMUEL ROWLAND LIBRARY FUND

Balance - September 30, 2017	\$ 7,550.85
Interest	6.62
Balance - October 31, 2017	<u>\$ 7,557.47</u>

CAPITAL RESERVE FUND

Balance - September 30, 2017	\$ 490,917.21
Interest	430.39
Balance - October 31, 2017	<u>\$ 491,347.60</u>

SINKING FUND - 1997 BONDS

Balance - September 30, 2017	\$ 138,914.33
Interest	121.79
Balance - October 31, 2017	<u>\$ 139,036.12</u>

MUNICIPAL CODE CAPITAL RESERVE -
TRACK & FIELD

Balance - September 30, 2017	\$ 83,226.91
Interest	72.97
Balance - October 31, 2017	<u>\$ 83,299.88</u>

**SCHUYLKILL HAVEN AREA SCHOOL DISTRICT
REPORT OF THE TREASURER
OCTOBER 2017 RECEIPTS**

SPECIAL IMMA ACCOUNT

Health Insurance Reimbursement		\$ 21,015.15
Taxes:		
Realty Transfer	7,212.31	
Commonwealth of PA - 2017 PURTA	7,736.98	
Commonwealth of PA - In Lieu of Taxes	3,826.02	
Schuylkill County - Delinquent	30,810.55	
Berkheimer - Delinquent	36,725.48	
Schuylkill Haven Borough	127,989.63	
South Manheim Township	171,243.97	
Landingville Borough	4,969.08	
Port Clinton Borough	37,649.43	428,163.45
District Court - Fines		67.39
Pool:		
Parties	125.00	
Passes	(65.00)	
Receipts	88.00	148.00
Schuylkill IU #29:		
Achieve Grant	2,012.92	
Classroom Rent	850.00	2,862.92
Miscellaneous:		
Parent-Paid Tuition	1,576.32	
Pennsylvania Cyber School - Refund	2,378.44	
Athletic Receipts	15,413.00	
Fall Sports Passes & Reserved Seats	2,669.00	
Child Development - Rent	1,700.00	
SHAHS Student Parking Fees	50.00	
SHAHS Band Aides - Uniforms	1,500.00	
SHASD Cafeteria Fund Reimbursement	859.23	
SHAMS Student Activities Reimbursement	261.42	
SHAHS Student Activities Reimbursement	140.40	
Scrap Metal	170.10	
Procurement Card Rebate	6,932.88	
PSAT Fees	725.00	
Ghosh Orthodontics - MS Activity Book Sponsor	1,708.03	
Postage	1.00	36,084.82
Interest		1,075.42
		<u>\$ 489,417.15</u>

PLGIT ACCOUNT

Commonwealth of PA:		
Basic Education Subsidy	933,622.57	
Property Tax Relief Funds	235,459.50	
PlanCon Reimbursement	204,843.19	
Transportation Subsidy	91,977.00	
Title I	34,879.42	
Title II	9,469.72	
Title VI	1,428.58	\$ 1,511,679.98
Local Taxes:		
EIT - Berkheimer	22,447.53	
LST - Berkheimer	58.10	22,505.63
Interest		1,796.52
		<u>\$ 1,535,982.13</u>

SCHUYLKILL HAVEN AREA SCHOOL DISTRICT
REALTY TRANSFER TAX REPORT
OCTOBER 2017

REALTY TRANSFER TAX	\$11,519.29
2% COMMISSION	<u>\$230.39</u>
TOTAL DUE	<u><u>\$11,288.90</u></u>

**SCHUYLKILL HAVEN AREA SCHOOL DISTRICT
TAX COLLECTION REPORT
OCTOBER 2017**

SCHUYLKILL HAVEN BOROUGH

	<u>Real Estate</u>	<u>Occupation</u>	<u>Act 511</u>	<u>Act 679</u>	<u>Total Collections</u>
Face	\$100,077.69	\$26,400.00	\$688.00	\$860.00	\$128,025.69
Penalties	(18.22)	(20.00)	0.96	1.20	(36.06)
Net Collected	<u>\$100,059.47</u>	<u>\$26,380.00</u>	<u>\$688.96</u>	<u>\$861.20</u>	<u>\$127,989.63</u>
Duplicate Amount	\$2,596,580.69	\$736,200.00	\$17,996.00	\$22,495.00	\$3,373,271.69
Additions	0.00	600.00	8.00	10.00	618.00
Exonerations	(10,352.72)	(84,800.00)	(1,128.00)	(1,410.00)	(97,690.72)
Revised Duplicate	<u>\$2,586,227.97</u>	<u>\$652,000.00</u>	<u>\$16,876.00</u>	<u>\$21,095.00</u>	<u>\$3,276,198.97</u>
Amount Paid to Date	(2,097,297.85)	(190,400.00)	(6,876.00)	(8,595.00)	(2,303,168.85)
Balance Due - 10/31/17	<u>\$488,930.12</u>	<u>\$461,600.00</u>	<u>\$10,000.00</u>	<u>\$12,500.00</u>	<u>\$973,030.12</u>
Total Assessment		3,681	4,499	4,499	
Additions		3	2	2	
Exoneration Requests		(424)	(282)	(282)	
Amount Paid to Date		(952)	(1,719)	(1,719)	
Unpaid Bills - 10/31/17		<u>2,308</u>	<u>2,500</u>	<u>2,500</u>	

SOUTH MANHEIM TOWNSHIP

	<u>Real Estate</u>	<u>Occupation</u>	<u>Act 511</u>	<u>Act 679</u>	<u>Total Collections</u>
Face	\$149,553.17	\$20,400.00	\$564.00	\$705.00	\$171,222.17
Penalties	-	20.00	0.80	1.00	21.80
Net Collected	<u>\$149,553.17</u>	<u>\$20,420.00</u>	<u>\$564.80</u>	<u>\$706.00</u>	<u>\$171,243.97</u>
Duplicate Amount	\$3,295,449.79	\$377,200.00	\$7,544.00	\$9,430.00	\$3,689,623.79
Additions	0.00	1,600.00	32.00	40.00	1,672.00
Exonerations	(2,452.13)	(108,000.00)	(200.00)	(250.00)	(110,902.13)
Revised Duplicate	<u>\$3,292,997.66</u>	<u>\$270,800.00</u>	<u>\$7,376.00</u>	<u>\$9,220.00</u>	<u>\$3,580,393.66</u>
Amount Paid to Date	(2,933,108.20)	(140,000.00)	(4,760.00)	(5,950.00)	(3,083,818.20)
Balance Due - 10/31/17	<u>\$359,889.46</u>	<u>\$130,800.00</u>	<u>\$2,616.00</u>	<u>\$3,270.00</u>	<u>\$496,575.46</u>
Total Assessment		1,886	1,886	1,886	
Additions		8	8	8	
Exoneration Requests		(540)	(50)	(50)	
Amount Paid to Date		(700)	(1,190)	(1,190)	
Unpaid Bills - 10/31/17		<u>654</u>	<u>654</u>	<u>654</u>	

**SCHUYLKILL HAVEN AREA SCHOOL DISTRICT
TAX COLLECTION REPORT
OCTOBER 2017**

LANDINGVILLE BOROUGH

	<u>Real Estate</u>	<u>Occupation</u>	<u>Act 511</u>	<u>Act 679</u>	<u>Total Collections</u>
Face	\$2,452.08	\$2,400.00	\$52.00	\$65.00	\$4,969.08
Rebate	-	-	-	-	-
Net Collected	<u>\$2,452.08</u>	<u>\$2,400.00</u>	<u>\$52.00</u>	<u>\$65.00</u>	<u>\$4,969.08</u>
Duplicate Amount	\$89,429.32	\$27,200.00	\$544.00	\$680.00	\$117,853.32
Additions	0.00	200.00	4.00	5.00	209.00
Exonerations	0.00	(6,400.00)	(20.00)	(25.00)	(6,445.00)
Revised Duplicate	<u>\$89,429.32</u>	<u>\$21,000.00</u>	<u>\$528.00</u>	<u>\$660.00</u>	<u>\$111,617.32</u>
Amount Paid to Date	(84,048.26)	(9,800.00)	(304.00)	(380.00)	(94,532.26)
Balance Due - 10/31/17	<u>\$5,381.06</u>	<u>\$11,200.00</u>	<u>\$224.00</u>	<u>\$280.00</u>	<u>\$17,085.06</u>
Total Assessment		136	136	136	
Additions		1	1	1	
Exoneration Requests		(32)	(5)	(5)	
Amount Paid to Date		(49)	(76)	(76)	
Unpaid Bills - 10/31/17		<u>56</u>	<u>56</u>	<u>56</u>	

PORT CLINTON BOROUGH

	<u>Real Estate</u>	<u>Occupation</u>	<u>Act 511</u>	<u>Act 679</u>	<u>Total Collections</u>
Face	\$35,305.97	\$2,200.00	\$64.00	\$80.00	\$37,649.97
Rebate	(0.54)	-	-	-	(0.54)
Net Collected	<u>\$35,305.43</u>	<u>\$2,200.00</u>	<u>\$64.00</u>	<u>\$80.00</u>	<u>\$37,649.43</u>
Duplicate Amount	\$156,713.04	\$30,400.00	\$608.00	\$760.00	\$188,481.04
Additions	0.00	1,000.00	20.00	25.00	1,045.00
Exonerations	(419.21)	(9,400.00)	(4.00)	(5.00)	(9,828.21)
Revised Duplicate	<u>\$156,293.83</u>	<u>\$22,000.00</u>	<u>\$624.00</u>	<u>\$780.00</u>	<u>\$179,697.83</u>
Amount Paid to Date	(133,101.43)	(9,000.00)	(364.00)	(455.00)	(142,920.43)
Balance Due - 10/31/17	<u>\$23,192.40</u>	<u>\$13,000.00</u>	<u>\$260.00</u>	<u>\$325.00</u>	<u>\$36,777.40</u>
Total Assessment		152	152	152	
Additions		5	5	5	
Exoneration Requests		(47)	(1)	(1)	
Amount Paid to Date		(45)	(91)	(91)	
Unpaid Bills - 10/31/17		<u>65</u>	<u>65</u>	<u>65</u>	

**TENTATIVE
Facilities Requests
November 2017**

SUBJECT	LOCATION	START	END
TENTATIVE: Boys Basketball Booster Club	HS Concession Stand @ Home Games	Thu 12/14/2017 5:00 PM	Thu 12/14/2017 5:30 PM
TENTATIVE: Wreath fundraiser, Craft Fair & Chinese Auction	HS Cafeteria (Sponsor: Band Aides)	Fri 11/17/2017 3:30 PM	Fri 11/17/2017 11:00 PM
TENTATIVE: Boys Basketball Booster Club	HS Cafeteria	Tue 11/14/2017 6:00 PM	Tue 11/14/2017 7:00 PM
TENTATIVE: Volleyball Banquet	HS Cafeteria (Setup 5:00 pm)	Thu 11/9/2017 6:00 PM	Thu 11/9/2017 8:30 PM
TENTATIVE: Boys Basketball Booster Meeting	HS Cafeteria	Wed 10/18/2017 6:00 PM	Wed 10/18/2017 7:00 PM