



# WORK SESSION

05/01/2023 [07:00 PM-09:00 PM]

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## WORK SESSION

### 1. Pledge of Allegiance

Mr. Latham began the meeting at 7:00 p.m. with the pledge to the flag.

### 2. Roll Call

Members in attendance included: Bob Latham (President), Melanie Gurgiolo (Vice President), Josceylon Buchs, Neil Connelly, Randy Gale, Laurie Kennedy, Karen Mallah, Geoffrey McInroy, Greg Lamay, Dan Serfass (Superintendent) and Jeff Ammerman (Secretary).

Community/Staff Attendees are available on the attached list.

### 3. Information Only

#### Minutes

#### 3.a. Changes to the Support Staff Handbook

Mrs. Martin presented the additions and changes to the Support Staff Handbook. The handbook is a living document and may be adjusted depending on policy.

Items added include: Minimum and maximum pay rates, employee contribution amounts, Employee Assistance Program, more defined inclement weather procedures, more defined discipline procedures and additional detail about leave without pay.

Changes include: leave being taken in hourly increments and vacation rolling over to new year instead of employees losing those days if not used.

#### 3.b. Facilities Budget for Capital Project Items

Mr. Ammerman presented the budget for capital project items including a list of projects that are expected to be needed in the next five years.

Bigger projects, such as a gym, have been discussed, but would not be in the 2023-2024 budget.

The Board discussed items including a new roof at Eisenhower and the Pollock Center, new classroom doors at Hoover, the possibilities of additional class space at Hoover and additional gym.

#### 3.c. Purchases Budgeted Policy

Mr. Serfass stated that there has been discussion at the Budget and Finance Committee about what items need to be approved by the Board versus items on which the Administration has the ability to make decisions. Per school code, any contract over \$100 requires approval by the Board.

CHSD Policy 611 states, "All purchases that are within budgetary limits may be made upon authorization of the Director of Business Administration/Board Secretary, and/or Superintendent, unless the contemplated purchase exceeds the public bidding threshold established annually by the Department of Labor and Industry, in which case prior approval by the Board is required. All purchase requests must be referred to the Director of Business Administration/Board Secretary, who shall check whether the proposed purchase is subject to bid; whether sufficient funds exist in the budget; and whether the material might be available elsewhere in the district."

The Administration will continue to bring all contracts and service agreements for \$100 and above to the Board. Purchases over the public bidding threshold (presently \$22,500) will be brought to Board. The Business Manager or Superintendent will approve purchases below that.

Contracts will be listed as one item for vote, but will be listed individually under that item if a Board Member would like to pull one out for discussion.

All purchases will still be on the Bills List seen by the Board monthly.

## 4. Routine Approvals

### Minutes

#### 4.a. PSBA Dues

Mr. Serfass stated that the agreement is up for renewal. The agreement with PSBA provides CHSD with the following: crisis communication support, Human Resource services, legal advocacy, administrative regulations, policy maintenance and a discount on comprehensive policy. The contract is \$12,672.68, which is \$460.43 over the current year's contract.

Mrs. Kennedy reported that the agreement was discussed in the Budget and Finance Committee. The District uses PSBA, especially in policy review.

#### 4.b. Board Retreat

Mr. Serfass reported that the Board Retreat, facilitated by Connie Kindler, includes professional development. The cost is \$500 for a 3.5-hour session. This is a discount rate due to her previous work with the District.

Mrs. Kennedy stated that the Budget and Finance Committee discussed and recommends moving forward.

## 5. Mechanical Equipment at Hoover Elementary

Mr. Ammerman spoke about need to replace the mechanical equipment at Hoover Elementary. It had been listed on the five-year plan, but needs to be started soon. Purchase would be through CoStars. It would be done this upcoming summer as 2 of the units have already failed and the other 2 are of similar age. The new units would allow outside air to be brought in which was a recommendation of RLPS's long term planning. The purchase would come out of the 2023-2024 budget. The cost is \$61,497 and will come from the capital project budget.

## 6. 2023-24 General Fund Budget

Mr. Ammerman presented the budget for approval. The District has not yet received the amount to be divided among the homestead/farmstead taxpayers.

The preliminary budget includes a 1.5% increase in real estate tax to balance the budget. The preliminary budget is not necessarily the final budget.

The proposed preliminary budget vote will be next week. That has to be in place for 30 days before the Board can vote on a final budget. The final vote on the budget will be in June.

The Board discussed the following: timeline for the state budget, special education needs for next year, possibility of full day kindergarten being required in the future, and the upcoming collect bargaining agreement and its timeline.

Mr. Ammerman explained the homestead/farmstead rebate that comes from gaming money.

## **7. Policies**

Mr. Serfass reported that Policies 221: Dress and Grooming, 222: Tobacco/Nicotine Use (Pupils) and 323: Tobacco/Nicotine use (Employees) were discussed at the April Board meeting. There has been no public comment since the discussion of the first read, so this is the second read.

Mr. Latham asked about Policy 222 and the possession of medical marijuana. If a student had a prescription, would the nurse be able to administer that medication avoiding any need for the student to have it in their possession? Mr. Serfass believes that is the case.

## **8. Personnel Report**

Mrs. Martin presented the Personnel Report.

Mrs. Buxton resigned and a replacement is being brought on for that position. There is a new varsity cheer coach. Third grade teacher, Mrs. Carricato, is retiring and Hannah Getz is being recommended for that position. She is currently learning support at Eisenhower. Two recess aides resigned. There is one FMLA listed with the possibility of another on Monday.

## **9. CAIU Agreement**

Ms. Reely stated that this is an annual agreement renewal with CAIU for school age special education services. The cost is a little over \$77,000 which is lower than last year due to discontinuing adaptive physical education as we will be doing that in house. There was one student class placement change which also impacted the cost of the contract.

## **10. Pediatric Therapeutic Services (PTS) Agreement**

Ms. Reely stated that this is an annual renewal for PTS which provides occupational and physical therapy. There is approximately a \$7,000 increase, which is similar to other years. The increase is due to the District having more

students that qualify. The agreement also includes evaluations, and there were many referrals for evaluations this year. The occupational therapist was increased to 1.5 days, which also affected the cost.

Mr. Lamay stated that in reference to Mr. Latham's question under Policies, Policy 210: Use of Medications would cover medical marijuana.

## **11. Stock and Leader Agreement**

Mr. Serfass stated that this is an annual renewal of the Stock and Leader Agreement. There is an overall increase of approximately 4%. The agreement was discussed with the Budget and Finance/Personnel Committee. The cost is less than the height of the pandemic and less since hiring a HR Director. Mr. Serfass looks at all invoices from Stock and Leader. With the exception of Ms. Reely and Mr. Ammerman, Mr. Serfass also approves any calls made to Stock and Leader.

Mrs. Kennedy added that the Budget and Finance Committee requested the legal costs be tracked year over year in more detail.

## **12. Public Session for Comment**

No comment

## **13. Adjournment**

The meeting was adjourned 8:12 pm

Attendees:

Brian Lownsbery  
Autumn Reely  
Kerry Martin  
Tonya Ivey  
Betsy Gayner  
Philip Vollmer  
CBS 21  
Micki Kautz  
Scott  
Camp Hill Dems  
Melissa Howard  
Stephanie Johnson  
Meredith Bowen  
CM