



## WORK SESSION

06/05/2023 [07:00 PM-09:00 PM]

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### WORK SESSION

#### 1. Pledge of Allegiance

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

#### 2. Roll Call

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

#### 3. Hershey Theatre Apollo Awards Recognition

##### Minutes

Mr. Miccio spoke about the Hello Dolly performance, which earned an Apollo Award nomination. Haylee Myers won the Apollo Award, Outstanding Leading Actress in a Musical. There were 26 students onstage, 5 backstage, and approximately 12 in the pit. These students ranged from 7<sup>th</sup> to 12<sup>th</sup> grade.

Haylee Myers spoke and thanked Josh Miccio, Tom Naran, Carrie Budman and Carol Bechtold. Mr. Miccio had the students do research for their parts which really helped. And Mrs. Budman helped with choreographing the 5<sup>th</sup> grade musicals.

#### 4. Information Only

##### Minutes

##### 4.a. Administrative Regulations

Mr. Serfass reported that the Curriculum and Extracurricular Activities Committee discussed posting the CHSD Administrative Regulations (ARs) on the District website with the policies. All established District ARs have been posted on the website. This includes those for policies 108, 109, 119 and 705.

The Board discussed the approval process both for items in the media center and those being removed as surplus.

Also discussed was the tools for challenging a resource and textbooks. The AR can be adjusted if there is a change.

Mrs. Gurgiolo confirmed that parents have the right to decide reading material to which their child has access, but not reading material for other students. Mr. Serfass agreed.

##### 4.b. Lion Connections Program

##### Minutes

Mr. Serfass reported that the Community Advisory Committee for Diversity, Equity and Inclusion (CAC for DEI) has been working on the Lion Connections program. This program will assist families new to the District to become acclimated to the Camp Hill community. If a new family is interested, they will be provided with a packet of contact information for local services and activities. They will also be paired with an established Camp Hill family who will serve as an ambassador. The ambassador family will assist with questions about the District and community. The families are paired depending on the new family's need. All families involved are volunteers.

The District will share information via a Blackboard message and there will be a to a Google form under the CAC for DEI page of the District website. The program will be managed by the CAC for DEI.

## 5. Routine Approvals

### Minutes

#### 5.a. Dental Examiner's Contract

Mr. Serfass stated that this is an annual contract, which is identical to the current year's Dental Examiner's contract. The estimated budget impact is \$100.

#### 5.b. Medical Examiner's Contract

Mr. Serfass stated that this is an annual contract, which his identical to the current year's Medical Examiner's contract. The estimated budget impact is \$3,100.

#### 5.c. Before and After School Child Care Agreement

Mr. Serfass stated that this is an annual agreement, which his identical to the current year's Before and After School Child Care Agreement. The service is provided by Churches Affiliated Child Care Center, Inc at both Hoover and Eisenhower Elementary School. There is no budget impact.

Mrs. Kennedy asked if evidence of insurance has been provided to the District. Mr. Serfass responded that he will confirm.

#### 5.d. Agenda Manager Contract

Mr. Serfass stated that AgendaManager is used for Board meetings and to share agendas and information in a secure environment. The current contract is at the end of a two-year cycle.

The budget impact is \$3400 annually, which is the same as the current contract.

#### 5.e. Counseling Intern

Gwynedd Mercy University has asked if CHSD would host a counseling intern. The intern would be at the District for the 2023-2024 school year and required a minimum of 200 clock hours per semester of which 40% must include direct service to a diverse population of clients/students. Necessary clearances and documents have been received. There is no budget impact.

#### 5.f. University of Pittsburgh Agreement for College in the High School

Mr. Serfass reported that the AP Government class has been aligned with a University of Pittsburgh class through College in the High school (CHS). Mr. Hulsizer has been approved by the University of Pittsburgh as an instructor for this CHS course and will be working with a professor from the university. This is the first course we have offered through U. of Pittsburgh. The other CHS courses we offer are through Harrisburg University. There is no budget impact to the District. The cost to the student's family is \$225 for the course.

#### **5.g. Shippensburg University Superintendent Study Council**

Mr. Serfass stated that CHSD has been involved in this for years. The mission of the Shippensburg University Superintendent Study Council is to improve instruction, enhance collaboration among the membership and to encourage excellence. They provide professional development, workshops and approve Teacher of the Year awards. Last year Dr. Rice and Mrs. Higgins were the awardees.

### **6. Change Order for Technology Infrastructure Upgrade**

Mr. Lownsbery reported that the change order has been reviewed by both the Building and Grounds Committee and the Budget and Finance Committee. As things have been added to the network, there have been inconsistencies with labeling and documentation, switches and ports. The vendor will do an audit that traces each line from the technical closet to where it terminates. The copper lines currently being used will eventually need replaced and having everything labeled properly will help with that project. The audit is labor intensive and they will be here approximately 4-5 week. The cost is not to exceed \$31,612.46.

### **7. Dr. Katherine Dahlsgaard: Staff Professional Development and Family Evening Program**

Mr. Serfass shared that the Administration is looking to contract Dr. Katherine Dahlsgaard for a parent/family evening program. Dr. Katherine Dahlsgaard is Founder and Director of Brave is Better Consulting and Therapy. She is board certified in Behavioral and Cognitive Psychology by the American Board of Professional Psychology and is a licensed clinical psychologist with expertise in Cognitive Behavioral Therapy for children, adolescents and adults. She focusses her efforts on the promotion of evidence-based psychotherapy via her clinical practice, speaking and writing, consultation, and training. Administration is recommending Dr. Dahlsgaard for professional development on August 22 for faculty and staff, as well as an evening session on that same date for families and community members. The presentation would be about strategies in dealing with anxiety and the impact of social media. The presentation for faculty and staff would be age appropriate, meeting with teachers of K-5 in one session and 6-12 in a separate session.

The cost is \$4,000.

### **8. Policies**

#### **Minutes**

#### **8.a. Policy 108 - Adoption of Textbooks**

Mr. Serfass stated that there has been a lot of discussion about the process for the adoption of textbooks. The Administration is recommending the following modification of Policy 108: Adoption of Textbooks.

Under the Delegation of Responsibility and after the sentence that reads, “The Superintendent or designee shall establish administrative regulations for reviewing, evaluating and selecting textbooks,” it is recommended that the following be added:

“The administrative regulation shall include a review presentation to the board Curriculum and Extra-Curricular Committee, and the chair will notify all board members at the earliest opportunity that a new textbook is under consideration. The committee will forward the text along with its recommendation to the full board, which will decide on an appropriate timeline for community and board review before voting. During the review period, a sample of the textbook should be made available on reserve at the administrative offices for board members and the general public.”

The ISBN number can be provided as well as a copy of the book for review. The book would be available. If decided to have books checked out, the District may have to purchase more copies.

#### **8.b. 137, 137.1, 137.2, 137.3**

Mr. Serfass reported that the following policies were discussed at the May Board meeting: 137: Home Education Programs, 137.1: Extracurricular Participation by Home Education Students, 137.2: Participation in Cocurricular Activities & Academic Courses by Home Education Students (new policy) and 137.3: participation in CTC Educational Programs by Home Education Students (new policy). There has been no public comment since discussion or the first read. This will be the second read of these draft policies.

The Board discussed budget impact of these policies. In most cases there would be no additional cost.

Ms. Reely shared information on the responsibilities of the District with Home Education students including reviewing their curriculum plan, which has to be submitted annually. Most of the Home Education students in CHSD are elementary to middle school level. Home Education students can participate in sports and clubs.

### **9. Donation for a Baseball Scoreboard**

Dr. Matt McClellan has offered to donate \$11,500 for the purchase of a scoreboard for the CHSD baseball field in memory of his brother, Mason McClellan. Dr. McClellan has first right to renew after twenty years. No additional cost to the District is anticipated.

Mrs. Kennedy reported that the CHSD baseball team won their game this evening, 6-2.

### **10. Budget Presentation**

#### **Minutes**

#### **10.a. Budget Adoption**

Mr. Ammerman reviewed the budget. The state has not yet passed the budget, however it is similar to last year’s budget. The governor has a proposed \$132,000 increase in Basic Education Funding and a \$57,000 increase in Special Education Funding. The list of expenses were reviewed, with salaries and benefits being the largest expense. There has been a decrease in charter school students and budgeting for 31. There are new positions of Assistant Superintendent and part time assistant for the District Psychologist, along with some positions in the Athletic budget. Mr. Ammerman is proposing a \$100,000 budgetary reserve. The Board would need to approve using that money before it could be spent. The Administration is recommending a 1.5% tax increase. Final adoption will happen in June.

The Board discussed past tax increase amounts and increases of other local school districts.

#### **10.b. Budget Transfer Motion for the Board Meeting**

Mr. Ammerman stated that administration is recommending the transfer of \$300,00 from General Fund to Capital Projects prior to 2022-2023 fiscal year end. Also recommended is any additional unspent appropriations from the 2022-2023 General Fund budget be transferred to Capital Projects and a onetime transfer of \$1,000,000 to Capital Projects in 2023-2024.

#### **10.c. Special Education Contingency Funds Award**

Ms. Reely applied for Special Education Contingency Funds and the District was awarded \$121,109.00. These funds are used to reimburse schools for the previous year. She will apply again in October for the 2022-2023 school year. The purpose of these funds is for excessive costs of individual special education students with costs of \$50,000 or more.

### **11. Special Education/Student Services Contract Renewals**

Ms. Reely reported that all the contracts listed are annual renewals. The Special Education Contract Cost Comparison attachment summarizes the 2022-2023 and 2023-2024 costs.

There is no cost to us for the Cumberland County transportation agreement which provides transportation for foster care students.

Ms. Reely reviewed the cost increases for the attached contracts.

The Laural Life contract has an increase of \$585 per day per year which is already budgeted. They will be able to offer a 4<sup>th</sup> day, which Ms. Reely has been requesting as there are still 12 students on the waiting list. Students' insurance is billed first and the District pays the rest. Lack of insurance does not hinder the student from receiving services.

### **12. Substitute Teacher Service Addendum**

Mr. Ammerman explained that the District is currently hiring long-term substitutes directly, but day to day and Building substitutes are provided through the Substitute Teacher Service (STS). In order to streamline the process and allow quicker turnaround, Administration is recommending the District use STS for long-term substitutes.

### **13. Messer & Flint Contract for 2023/24 School Year**

Mr. Serfass reported that due to shifts in some leadership positions, administration recommends continuing the partnership with Messer & Flint Consulting into next school year. They will continue to work on safety and security efforts for the District including finalizing the Emergency Operations Plan, complete the Family Reunification Plan, develop a strategic plan for safety and security, and participate in the Threat Assessment Team among other efforts. The budget is not to exceed \$20,000 from July 1, 2023 to June 30, 2024.

### **14. Applitrack Proposal**

Mr. Ammerman stated that Frontline's recruiting & hiring solution will automate the process and cut down on clerical time. There is an annual cost of \$9,000.

## 15. Personnel Report

Mr. Ammerman went over the Personnel Report including fall coaches. There is one more position that will be added to the Personnel Report for next week.

## 16. Public Session for Comment

No comment

## 17. Adjournment

The meeting was adjourned at 8:54 pm.

Attendees:

Kerry Martin  
Brian Lownsbery  
Autumn Reely  
Tonya Ivey  
Minke Kooistra  
Betsy Gayner  
Jill Williamson  
Haylee Myers  
Josh Miccio  
CM  
Kerry Martin  
Stephanie Johnson  
Loraine Myers  
Daman DaHolly  
John West  
Sharon Hanson