### MEETING CALLED TO ORDER

The Littlestown Area School District Board of Education met in a regular session on Monday, September 16, 2013, at 7:00 p.m. in the Board Room in the District Office, 162 Newark Street, Littlestown, PA 17340. Meeting was called to order by President, Mr. John Warehime, Jr.

### ROLL CALL

On roll call the following directors were in attendance: Mr. John Warehime, Mrs. Diane Kagarise, Mr. David Deaner, Mr. Tony Conover, Mr. Thomas Paholsky, Mr. Randy Mosebrook, Mrs. Lauren Nace, Dr. Lorena Mummert, and Tammy Witkowski.

### ATTENDANCE

Others present were: Dr. Donald J. Wills, Superintendent; Ms. Beverly Lang, Board Recording Secretary; Mr. Matthew Meakin, High School Principal; Mr. Eric Naylor, Middle School Principal; Ms. Teresa Ader-Doumont, Principal at Alloway Creek Intermediate School; Holly Rubick, Principal at Rolling Acres; Pamela Mitchell, Director of Elementary Education; Mr. Wayne Wismar, Business Manager; Dr. Carolyn Rhodes, Coordinator of Pupil Services; Mr. Victor Trone, Facilities Director; Ms. Jodi Obenstine, Technology Director; Mr. Jeff Laux, Athletic Director; Amanda Day, Transportation Coordinator; Eileen Bentzen, Food Service Coordinator; and interested teachers and citizens.

### STUDENT REPRESENTATIVE REPORT

Sarah Hansen reported that we are already close to the mid-point of the first marking period. The first initial student council meeting they worked on Teacher Appreciation Week. They are getting ready for Homecoming and the theme will be the “Great Gatsby”. Student council members are doing am/pm announcements, student recognition to the Board, and are involved in the Interact Club. Practice for the Fall Play has started.

### INTRODUCTIONS

Dr. Wills introduced Ms. Holly Rubick, Principal at Rolling Acres and Mr. Jeff Laux, Athletic Director to the Board.

### PUBLIC PARTICIPATION

None

### TECHNOLOGY UPDATE

Ms. Jodi Obenstine updated the Board on Technology in the District. Her report can be viewed at [Technology Report](#).

### COMMON CORE UPDATE

Ms. Pamela Mitchell updated the Board on Common Core in the District. Her report can be viewed at [Common Core Update](#).

### BOARD MINUTES

Motion was noted by Mr. Warehime, made by Mr. Deaner and seconded by Dr. Mummert to approve the minutes of the Regular Board Meeting of August 19, 2013. Approval was unanimous.

### FINANCE AND BUDGET

None

### TREASURER’S REPORT

Mr. Paholsky noted that the Treasurer’s Reports, Exhibits #4 through #9 are included in the Board Materials.
**PERSONNEL**

A. Dr. Mummert made a motion, seconded by Mrs. Kagarise to approve the following retirements and resignations:
   Approval was unanimous.
   1. Retirement of Sally Griffin, Communication Arts Teacher at Maple Avenue, effective June 30, 2014.
   2. Retirement of Larry Moser, Head Custodian at Maple Avenue, effective November 1, 2013.

B. Dr. Mummert made a motion, seconded by Mr. Mosebrook to approve the following instructional staff: Approval was unanimous.
   2. Christopher Lanahan, Substitute School Nurse, effective September 16, 2013.

C. Dr. Mummert made a motion, seconded by Mrs. Kagarise to approve the following support staff: Approval was unanimous.
   1. Transfer Kathy Ridge from Cafeteria Worker at Rolling Acres to Personal Care Assistant retro-active to August 21, 2013.
   2. Kathy Domina, Part-Time Food Service Worker, retro-active to September 10, 2013.
   5. Patti Deal, Cafeteria Aide, effective September 16, 2013.

D. Dr. Mummert made a motion, seconded by Mr. Mosebrook to approve of an overnight conference for Henry Hirsch, high school guidance counselor, to attend the Integrated Learning Conference on November 6 – 8, 2013 in Penn State. Approval was unanimous.

E. Dr. Mummert made a motion, seconded by Mrs. Witkowski to approve the substitute teacher and substitute support staff listing for the 2013-2014 school year. Approval was unanimous.

F. Dr. Mummert made a motion, seconded by Mr. Deaner to approve the supplemental assignments for the 2013-2014 school year. Approval was unanimous.

G. Dr. Mummert made a motion, seconded by Mrs. Witkowski to approve the employment for the following supplemental staff: Approval was unanimous.
   1. Amy Costello, Assistant Junior High Field Hockey Coach.
   2. Britney Fodor, Girls Assistant Soccer Coach.
   3. James Strevig and Dean Fuhrman, Event Workers.
   4. Kelly Carroll, Color Guard Assistant.
   5. Tracey Willet, Student Council Advisor at Maple Avenue.

H. Dr. Mummert made a motion, seconded by Mrs. Witkowski to approve the following volunteers: Approval was unanimous.
   - Classroom: Gloria Cooper, Melissa Flores, Kelly Renner, Nichole Wike, Sara Peart, Kristen Smith, Melinda Rollins, Erica Long
   - Extra Curricular: None

**PROPERTY AND SUPPLIES:**

Mr. Deaner noted that the Transportation Maintenance and Mileage Report are included in the Board Materials.

Mr. Deaner made a motion, seconded by Mr. Mosebrook to approve the Agreement with Jacoby Transportation, Inc. to provide transportation for students with disabilities at a rate of $1.37 per mile. Approval was unanimous.
Mr. Deaner made a motion, seconded by Mr. Conover to approve the following Facility Requests: Approval was unanimous.

A. Littlestown Elementary Football Association to use Memorial Field on 9-29-13 and 11-03-13 from noon till 6:00 p.m. for games.
B. Girls Basketball to use the High School New Gym on Sundays, September 22, 2013 through February 2014 from 6:00 – 8:30 p.m.

**CURRICULUM AND POLICY**

Mrs. Witkowski made a motion, seconded by Mr. Mosebrook to approve the Lease Agreement with Integra One for a Hewlett Packard DL360P, Generation 8, 8-Small Form Factor (SFF), Configure to Order (CTO) server to host District software applications. This lease is a life-cycle replacement of existing equipment. Approval was unanimous.

Mrs. Witkowski made a motion, seconded by Dr. Mummert to approve the Letter of Agreement with The Meadows Universal Community Behavioral Health to provide educational services to students and their families. Approval was unanimous.

**EXTRA-CURRICULAR/ATHLETICS**

Mr. Paholsky noted that the Athletic Financial Report is included in the Board Materials.

Mr. Paholsky made a motion, seconded by Mr. Mosebrook to accept the PNC check on behalf of the Jennifer Koons Trust in the amount of $5,196.29 to be divided equally among the Band Fund, Concert Choir, School Play and Arabesque student activity accounts. Approval was unanimous.

Mr. Paholsky made a motion, seconded by Dr. Mummert to approve the Agreement with G-Force Investigations, LLC to provide security services at selected District events. Approval was unanimous.

Mr. Paholsky made a motion, seconded by Dr. Mummert to approve the following donations: Approval was unanimous.

1. Wrestling Singlets and Wrestling Mat to the High School Wrestling Program from Littlestown Youth Wrestling.
2. Two new Goalie Bags to the Junior High Field Hockey Program from McSherrystown Moose Lodge.

Mr. Paholsky made a motion, seconded by Mrs. Kagarise to approve Kathy Ridge and Mindy Rebert to be the designated swim coaches for Makenzie Ridge for Non-Swim School Meets during the 2013-2014 school year. Approval was unanimous.

**RECREATION BOARD REPORT**

Mrs. Kagarise noted that there is no Recreation Board Report this month. The Recreation Board meets tomorrow night, September 17, 2013.

**LEGISLATIVE REPORT**

Mr. Mosebrook noted that there is no Legislative Board Report this month.

**PSBA REPRESENTATIVE REPORT**

Mrs. Nace noted that there is no PSBA Board Report this month.

**LIU REPRESENTATIVE REPORT**

Mr. Paholsky noted that the highlights of the September 3, 2013 LIU Board Meeting is included in the Board Packet.
### SUPERINTENDENT REPORT

Dr. Donald J. Wills introduced the two new administrators, Ms. Holly Rubick, principal at Rolling Acres and Mr. Jeff Laux, Athletic Director. The District is now fully staffed. Ms. Mitchell is now in her new duties as Director of Elementary Education and K-12 Curriculum. Commendations went to Mr. Meakin and Mr. Fultz for taking all the job responsibilities of the Athletic Director during the vacancy; Beverly Lang for taking over counting and depositing the money from athletic events and Cindy Staub for taking the additional duties of the vacancy as well. There will be new teacher evaluation forms starting this school year. Staff will have additional training on this. The Core Development process is moving forward. Dr. Wills commended the Board for keeping elementary class size low for studies show K-3 building class size has an impact on learning. There are currently a maximum of 15 students in kindergarten classrooms and a maximum of 24 students in other elementary classrooms. The Board has supported everyone across the district for curriculum work. Parts I, II, and III of the *Touchstones for Teaching* book went to all professional staff and instructional administrators and we received a very good turn-around of responses and reflections. Mandy Day was also introduced as our new Coordinator of Transportation.

### INTERMEDIATE REPORT

Teresa Doumont gave the Intermediate School Report, the report can be viewed at [AC BOARD REPORT](#).

### ELEMENTARY SCHOOL REPORT

Holly Rubick and Pamela Mitchell gave the Rolling Acres Report, the report can be viewed at [RA BOARD REPORT](#).

### HIGH SCHOOL REPORT

Matt Meakin gave the High School Report, the report can be viewed at [HS BOARD REPORT](#).

### MIDDLE SCHOOL REPORT

Eric Naylor gave the Middle School Report, the report can be viewed at [MA BOARD REPORT](#).

### PAYMENT OF INVOICES

Motion was noted by Mr. Warehime, made by Mr. Deaner and seconded by Mr. Mosebrook to approve the Invoices, Capital Reserve, and Procurement Card Register. Approval was unanimous. The Void Check Report was noted.

### OLD BUSINESS

Dr. Mummert noted there is an app for chrome books and we now have a set of 40 chrome books to pilot with students. Two of the NI Classrooms will each get a set of 10 chrome books.

### NEW BUSINESS

Dr. Mummert expressed concerns over the guidance program and asked if we are focusing guidance for all students and not just the high achievers. Dr. Mummert said she believes the high school should offer a learning center that is open all day to help students. She also believes the high school should offer more references on SAT prep classes available to them.

Mrs. Nace expressed she would like to see the high school evaluate the weight placed on AP courses. She stated students are reluctant to do the work required in an AP course and not have the grade they receive weighted to reflect the work they completed.

Mr. Warehime announced an Executive Session post adjournment to discuss personnel issues.
ADJOURNMENT

Meeting adjourned at 8:20 p.m. following a motion by Mr. Paholsky and seconded by Dr. Mummert. Motion was approved unanimously.

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Board Recording Secretary

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Board Secretary