

# Board Minutes

Regular Board Meeting Minutes  
Littlestown Area School District  
September 21, 2015  
7:00 p.m.

## MEETING CALLED TO ORDER

The Littlestown Area School District Board of Education met in a regular session on Monday, September 21, 2015, 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, Mrs. Dolores Nester.

## ROLL CALL

On roll call the following directors were in attendance: Mrs. Dolores Nester, Mrs. Lauren Nace, Mrs. Melinda Jones, Mr. Robert Hahn, Mr. Carl Thompson, Mr. Randy Mosebrook, Mrs. Jennifer McClay, Mr. Jim Witt, and Mr. Larry Behrendt

## ATTENDANCE

Others present were: Ms. Beverly Lang, Board Secretary; Mr. Daniel Altland, Solicitor; Mr. Michael Statler, Business Manager; Dr. Lori Stollar, Curriculum Director; Dr. Carolyn Rhodes, Pupil Services Director; Dr. Matthew Meakin, High School Principal; Mr. Eric Naylor, Middle School Principal; Mr. Chip Fissel, Intermediate School Principal; Ms. Celeste Beard, Elementary School Principal; Ms. Wendy Burkett, Transportation Coordinator; Mr. Victor Trone, Facilities Director; Mrs. Eileen Bentzen, Food Services Coordinator; Mr. Jeff Laux, Athletic Director; Mrs. Sandra Leete, Human Resources Director; Diana Ulrich and Thom Leib, Teachers; Sandy Clingan, Custodian; Gettysburg Times Reporter; and interested teachers and citizens.

## STUDENT REPRESENTATIVE REPORT

Mr. Lucas Schuman filled in for Kelsie Dews. Mr. Schuman reported the following to the Board:

Student Council met over the Summer and decided the mission for this school year is to create a greater sense of unity and higher morale within the high school and the rest of the district. In accordance with this, the Homecoming theme this year is Blue & Gold.

Littlestown High School will be hosting SAT Testing for the first time on October 3rd. We opened 50 seats and they have all been filled!

We are having cancer awareness week this week. The athletic department along with the high school math department sold shirts for this event. At certain games students will be selling cancer ribbons.

Tennis 9/21 vs Delone

Field Hockey 9/23 Bermudian

Boys and Girls Soccer 9/24 vs York Country Day

Volleyball 9/24 vs Christian School of York

Football 9/25 vs York Vo Tech-- All proceeds will benefit the American Cancer Society. So far we raised close to \$2000.

eBooks are now available at the high school through OverDrive using a computer, smartphone, or tablet

FBLA held its first chapter meeting on Friday. They have 60+ potential members for our local chapter.

They are planning to attend a Regional Leadership Workshop @ Ski Round Top in October

At the end of October the chapter officers will be attending the State Leadership Workshop at Penn State

National Honor Society is planning a district wide "red out" in support of Hoops for Heart

Many members of NHS were very active this summer participating in a variety of community service activities including gleaning, water volleyball at Homewood, volunteering at the SPCA and with the Catocin Wildlife preserve.

The Varsity Club is currently selling programs in order to complete service hours to be classified as an active member. They will be starting a fundraiser in November to include ALL teams

The Sophomore Class is in the middle of a huge fundraiser - selling Travel Mugs with Littlestown Design on them. If they would like to show their school spirit and purchase one, they can contact Mrs. Klunk or Mrs. Wenrich.

## PRESENTATIONS

Mrs. Nester recognized the outstanding staff award winners for 2014-2015:

- Jodi Dillman, 3<sup>rd</sup> Grade Teacher, Elementary School Award
- Diana Ulrich, 5<sup>th</sup> Grade Teacher, Intermediate School Award
- Kasey Smith, 8<sup>th</sup> grade English Teacher, Middle School Award
- Thom Leib, Tech Ed Teacher, High School Award
- Jenifer Dooley, MS Office Secretary, Support Staff Award
- Sandy Clingan, HS Custodian, Support Staff Award

## PUBLIC PARTICIPATION

None

## BOARD MINUTES

1. Motion was made by Mr. Behrendt, seconded by Mr. Mosebrook to approve the Athletic Committee Meeting Minutes of August 17, 2015. Approval was unanimous.
2. Motion was made by Mr. Behrendt, seconded by Mr. Hahn to approve the Regular Board Meeting Minutes of August 17, 2015. Approval was unanimous.
3. Motion was made by Mr. Behrendt, seconded by Mr. Witt to approve the Work Session Meeting Minutes of September 14, 2015. Approval was unanimous.

## II. FINANCE AND BUDGET

Mr. Mosebrook made a motion, seconded by Mr. Witt to approve the PlanCon K Submission. Approval was unanimous after review of the PlanCon by Mr. Statler. The PlanCon K is for the new reimbursement for the current bond.

The elimination of the Occupational Income Tax and how to further publicize was discussed. It will be posted again on the Website, Facebook, Twitter, Newsletters and Newspapers.

## III. TREASURER'S REPORT

Mr. Hahn noted Items III. A – E in the Treasurer's Reports are included in the Board packet.

## IV. PERSONNEL

Mrs. Nace made a motion, seconded by Mr. Mosebrook to approve Items IV. A – I below, approval was unanimous:

- A. Recommend acceptance of the following Resignations:
  1. Kirsten Blevins, Payroll Administrative Assistant, effective October 9, 2015.
  2. Kevin Kline, Junior High Head Girls Basketball Coach, effective with the 2015-16 school year.
  3. Jay Smith, Junior High Assistant Girls Basketball Coach, effective with the 2015-16 school year.
- B. Recommend approval of employment for the following Instructional Staff, effective with the 2015-2016 school year:

1. Jennifer Linn, Long-Term Substitute English Teacher at Maple Avenue Middle School for the remainder of the 2015-2016 school year.
  2. Doug Sentz, Katie Olenek, Rachel Altoff, and Kathleen Ferguson, Substitute Teachers, pending receipt of all paperwork.
- C. Recommend approval of employment for the following Support Staff:
1. Andrew Conover, full-time custodian at the High School, effective September 22, 2015.
  2. Dalton Riley, full-time custodian at the High School, effective September 22, 2015.
  3. Dawn Wilson, part-time custodian at the High School, effective September 22, 2015.
  4. Denise Unkart, part-time food service worker, effective September 22, 2015.
  5. Kenleigh Turner, part-time cafeteria monitor, effective September 22, 2015.
  6. Sherry Sentz, Deb Evans, Steven Dutterer, Penny Shetter, Brandi Strausbaugh, Support Substitutes
  7. Stephanie Dodson, Lindsey Kress, Mike Keelan, Henry Wardop, Event Workers
- D. Recommend approval of the following transfers:
1. Jency Davis, transfer from support substitute to part-time personal care assistant, effective September 22, 2015.
  2. Mistie Hilker, transfer from support substitute to part-time food service employee, effective September 22, 2015.
- E. Recommend approval of employment for the following [New Supplemental Staff](#), pending receipt of all paperwork, effective with the 2015-2016 school year:
1. Kelsey Wantz, Junior High Head Girls Basketball Coach
  2. Doug Dorio, Assistant Girls Basketball Coach
  3. Joel Collier, Marching Band-Percussion
- F. Recommend approval of employment for the following Supplemental Staff, effective with the 2015-2016 school year:
1. Micaela Floess and Amberly Stoudt, Freshman Class Advisors
- G. Recommend approval for Scott Staub to attend the following [Overnight/Out-of-State Conferences](#):
1. FBLA State Leadership Workshop at Penn State University October 25<sup>th</sup> and 26<sup>th</sup>, 2015.
  2. State Leadership Conference in Hershey, PA April 10<sup>th</sup>-13<sup>th</sup>, 2016
  3. FBLA National Leadership Conference in Atlanta, GA June 27<sup>th</sup>-July 3<sup>rd</sup>, 2016.
- H. Recommend approval of the following volunteers:  
Classroom: Judy Fox, Kristen Croghan, Lauren Hoover, April Claggett, Christina Kessler, Johanna Pickett, Jessica Bell, Carlene Stambaugh  
Extra-Curricular: Judy Fox, Johanna Pickett

#### V. PROPERTY AND SUPPLIES:

Mr. Thompson made a motion, seconded by Mr. Witt to approve Items V. C & E, Items A & B noted, and Item D was pulled to be amended. Approval was unanimous:

- A. Transportation Maintenance Report.
- B. Transportation Mileage Report
- C. Recommend approval of Houck Services, Inc. to be the contractor for the selective roof replacement at the high school in the amount of \$481,805.00.

- D. Recommend approval of Owner-Architect Agreement. Mr. Altland amended the recommendation, Mr. Thompson made a motion, seconded by Mr. Behrendt to recommend approval of Owner-Architect Agreement and the Owner's Rider after review and approval of the Superintendent and Business Manager. Approval was unanimous.
- E. Recommend approval of the following Facility Request:
  - 1. Littlestown Girls Basketball to use the High School Old and New Gyms on Sunday's, Sept. 27th, 2015 thru February 7th, 2016 from 6:00-8:30 PM to hold Open Gyms.

#### VI. CURRICULUM AND POLICY

Mrs. McClay made a motion, seconded by Mr. Hahn to approve Items VI. A & B, approval was unanimous:

- A. Recommend approval of a Supplemental Book for High School English.
- B. Recommend approval of the LHS Travel Club guided tour proposal, "Paris, Normandy, London" trip in June 2017.
- C. Mrs. McClay made a motion, seconded by Mr. Behrendt to approve the first reading of a new Policy 819: Suicide Awareness Prevention and Response. Approval was unanimous.
- D. Mrs. McClay made a motion, seconded by Mr. Behrendt to approve the first reading of Policy 109: Library Services. Approval was unanimous.

#### VII. EXTRA-CURRICULAR/ATHLETICS

Mrs. Jones made a motion, seconded by Mr. Behrendt to approve Items VII, A & B below. Approval was unanimous.

- A. Recommend approval for Kathy Ridge, Amy Costello, and Mindy Rebert to be the designated swim coaches for non-swim school meets during the 2015-16 school year.
- B. Recommend Darin Peart as the designated golf coach for non-golf school matches during the 2015-16 school year.

#### VIII. PSBA REPRESENTATIVE REPORT

Mr. Behrendt made a motion, seconded by Mr. Hahn to accept the following Officers for PSBA: Approval was unanimous.

- A. Mark B. Miller, President
- B. Robert Schwartz, Vice President
- C. Michael Melnyk, At-Large Representative

#### IX. SUPERINTENDENT'S REPORT

Mr. Bigger was absent; Mrs. Leete updated the Board on the Thunderbolt Foundation. The Foundation formed an internal steering committee to launch the Foundation. The committee members are Chris Bigger, Sandi Leete, Carolyn Rhodes, Matthew Meakin, Mike Statler, Bev Lang, Jeff Laux, and Cindy Staub. The committee has met several times and has developed a logo and a mission and vision statement. The committee is working with Barb Ernico from the Adams County Foundation. A formal dinner to kick-off the Foundation is being planned for this winter. Invitations will be sent out in the near future.

#### X. PAYMENT OF INVOICES

Mr. Mosebrook made a motion, seconded by Mr. Behrendt to approve Items X. A-F, Item G is noted: Approval was unanimous.

- A. [General Fund Checks](#)

- B. [Capital Project Checks](#)
- C. [Student Activity Checks](#)
- D. [Cafeteria Fund Checks](#)
- E. [American Express](#)
- F. [Procurement Card Register](#)
- G. [Void Check Report](#)

#### XI. OLD BUSINESS

Mrs. Nester noted Items XI. A-D below:

- A. Technology School Dude Report
- B. Maintenance School Dude Report
- C. Rolling Acres Enrollment
- D. Monthly Attendance Report

#### NEW BUSINESS

Mrs. McClay asked how the new way of approving the agenda items is reflected on the minutes. It was noted that all the items on the agenda are included in the minutes; so even though the items aren't individually read at the board meeting they are all placed in the minutes.

Mrs. McClay asked about the status of the printers in the district. Dr. Stollar noted that the copy contract with Xerox ends on June 30, 2016. We will be shifting to all new network printers and copiers and doing away with desktop printers in the classrooms starting next school year. We are currently spending \$10k a year on desktop printer cartridges. A committee is being formed with Mr. Statler to review the needs in each building.

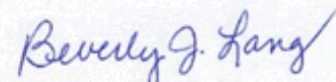
Mr. Hahn asked about the status of a game clock for the soccer field. It was noted that the officials keep the time.

Mr. Behrendt asked about the status of paying off the new scoreboard on the football field. Mr. Laux noted the scoreboard was paid off in June plus we raised enough money with the advertising on the scoreboard to purchase uniforms.

Mrs. Jones asked about the status of the Grant Writer. It was noted this is contingent on the State Budget being passed.

#### ADJOURNMENT

Meeting adjourned at 7:52 p.m. following a motion by Mr. Witt, and seconded by Mr. Behrendt. Motion was approved 9 - 0.



Board Recording Secretary and Board Secretary