

# BOARD OF SCHOOL DIRECTORS

## NOVEMBER 14, 2022 APPROVED MINUTES

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### 1. Pledge of Allegiance

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#### Minutes

The West Perry School District Board of School Directors met on Monday, November 14, 2022 in the West Perry High School Auditorium. President Jean Rice called the meeting to order at 7:40 PM. The meeting opened with Board members, audience members, and virtual members standing and reciting the Pledge of Allegiance.

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### 2. Roll Call

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#### Minutes

Mrs. Bidwell - Here  
Mr. Fishel - Here  
Mrs. Johnson - Here  
Mr. Kitner - Here  
Mr. McKee - Here  
Mrs. Miller - Here  
Mrs. Morris - Here  
Mrs. Rice - Here  
Ms. Wills - Here

Members present: 9    Members absent: 0

Others present: Mrs. Dubaich, Lucas Clouse, David Walker-Stock and Leader, LLP., Karen Sheaffer, Paula Jones, Jenna Krinjeck, Daniel Emanuelson, Tonya Kepner, Scott Kelley, Lenny Jumper, Joan Adams, Chris Rahn, Ryan Anderson, Liz Derr, Luke Roman-PCT, Cory Hoffman, 55-60 public/teachers/others.

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### 3. Superintendent's Report

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#### Minutes

Mrs. Dubaich reported in Dr. Adamek's absence:

- Justin Bruhn, District of the Cumberland-Perry Area Career and Technical Center will be sharing a presentation at the December 12th Board meeting on the facility project for CFACTC.
- Tonight, we honor the West Perry High School "Mustang" Marching Band. Their dedication and many hours of practice have led to recent success in the USBands Class 1A state, regional, and national competitions. The band won the Pennsylvania State Marching Band Championship and was awarded best music, visual, effect, and color guard. They placed 2nd at the mid-Atlantic regional Marching Band Championship and were awarded best color guard. They placed 4th at the National Marching Band Championship with a score of 91.0 out of 100 points and were awarded best color guard. This is the highest score the "Mustang" Marching Band has received in school history! The West Perry Band Front achieved 5th place in the nation.

The band performed for the audience at the School Board meeting.

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### 4. Special Presentations

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#### Minutes

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1. Staff/Student Spotlight - Mrs. Krinjeck spotlighted the middle school teachers, support staff and our students for all the hard work they have put in over the first 12 weeks this school year. We are encouraged by their spirit and are proud to support the well-being of our talented staff and students. A brief slideshow showcasing their growth and commitment to education was shared!

2. Building Principal Presentations:

- West Perry High School - Dr. Rahn noted Keystone Exams will be given the first full week of December; The target student groups are students who were non-proficient last spring; Remediation was provided during flex time; Additional opportunities for students seeking an alternative pathway; ASVAB was given today and will be given again December 19, 2022 and December 20, 2022; CTE students participated in the pre-NOCTI and those results should be received soon; We only have less than 30 students left who will be placed on a non-Keystone Pathway; Students will be participating in two career focused off-campus opportunities this week; A group of students will be attending the Expo for Electrical Trades offered through the Partnership for Career Development through the CAIU; A group of students will be going to Newport High School to participate in a workshop focused on math needed for pre-manufacturing apprenticeship programs.
- Elementary Principals - Mr. Emanuelson noted the elementary conferences took place last week (November 9th and 10th); They were very well attended; Families or teachers could request to have the principal, counselor or any special are teachers at their conferences; Many of them did and it was a positive experience; All the elementary schools completed their required Act 78 drills which are coordinated with local fire and EMS services; All drills were completed successfully; It was also a chance for our new administrators to meet some important safety leaders in the community; The elementary principals thanked the many parent volunteers and community members for their support; Especially around the fall celebrations that happened towards the end of October.

After the Special Presentations, Mrs. Miller moved, seconded by Ms. Wills, to amend the agenda to add the voting of a Board Treasurer.

All members present voted in the affirmative. Motion carried: 9 Yes 0 No

The Board Treasurer was added to the agenda after Fiscal items.

Ms. Wills moved, seconded by Mrs. Johnson, to amend Personnel item 11.e.6 to add a volunteer pending receipt of required documentation.

All members present voted in the affirmative. Motion carried: 9 Yes 0 No

The additional volunteer was added to Personnel item 11.e.6 for approval.

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## 5. Recognition of Visitors

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### Minutes

1. West Perry Education Association - Amanda Dittmer, WPEA Membership Chair, thanked the parents who organized conference meals for a variety of buildings; staff members were very grateful and appreciative for the meals; Also shared gratitude for the teachers and staff members who continue to serve each and every student at West Perry each and every day; There are choices in education right now about where people can be employed and work, and people continue to choose to stay at West Perry and work or start anew at West Perry; It's a very difficult job and important job, and I want to recognize the choice that has been made by everyone to choose West Perry; Wished everyone a Happy Thanksgiving.
  2. West Perry Education Support Professional Association - No one present
  3. Other:
    - Robbyn Metz - Policy 122 - Budget - Conflict of Interest
    - Ashley Weaver - Free lunches and questions
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- Chris Bassett - Policy 904
- Gabrielle Brandt - Policy 006
- Gabrielle Brandt - Monthly Bills
- Gabrielle Brandt - Treasurer's Report
- Kathy Garman - Students leaving the school
- Whitney Patno - Not online

Mrs. Johnson asked how many virtual participants were logged into the meeting via Zoom this evening. Mrs. Adams noted 35 virtual participants logged into tonight's meeting.

## 6. Approval of Minutes

### Minutes

Ms. Wills moved, seconded by Mrs. Miller, to approve the October 17, 2022 minutes as presented. All members present voted in the affirmative. Motion carried: 9 Yes 0 No

## 7. Board Committee Reports

### Minutes

- A. Capital Area Intermediate Unit - Mrs. Rice reported the CAIU met on October 27th; Several retirements were noted and recognized; YDC students attended HACC courses; HR Manager is making organization changes to improve recruitment and retention; Working on open enrollment for healthcare; Education Services Department is working on trainings for teachers and staff; Technology Department reported the Capital Area Taskforce Protecting Against Cybercrime (CATPAC) has received commitments from sixteen school district to join the program and asking for more school districts to join; The Director of Business is wrapping up the audit with Ritter and Boyer; Healthcare enrollment is happening and changes are being made; Executive Director gave a shout out for the Monte Carlo fundraiser; Appointed Dr. Kevin Roberts as the new Assistant Executive Director; Reviewed mid-year goals for Dr. Saia for 2022-2023.
- B. Cumberland-Perry Area Career and Technical Center - Mrs. Rice reported the CPACTC met in October; Crabtree Rohrbaugh attended meeting with information on the construction project at CPACTC with an estimated cost of \$23,500,000.00; Need for JOC approval for the construction; Our district approval is also needed; Mr. Bruhn will be attending the December 12th meeting; Budget was presented with a 4.91% increase from 2022-2023 budget to 2023-2024 budget; Community service projects were completed by the Culinary students, Carpentry students are working on playground projects as a fundraiser for the different shops, Cosmetology is now open on Friday for clinic day, Criminal Justice students has been assisting with fire drills, traffic controls, and community service work at the Army Heritage Center for special events; 3300 8th grade students toured the programs in November; Building upgrades being completed by student programs; West Perry's membership has fallen below 10%; The district will only have one representative on the JOC.
- C. Harrisburg Area Community College - Mrs. Miller reported HACC's meeting will be December 14th; A report will be given after the meeting.
- D. Pennsylvania School Boards Association - Mrs. Johnson had not report.
- E. Athletic Committee - Mr. Anderson reported fall sports are still going on; Playing for a football district title on Saturday; Boys and Girls soccer lost in the first round of district tournament; Two Cross Country members made it to the State meet; Field Hockey advanced to the State Quarter-Finals; Winter sports start Friday; Athletic Committee meeting will take place Wednesday at 5PM.
- F. President's Report - Mrs. Rice reported the Board met in Executive session prior to the meeting to discuss legal issues as well as to gather information for decisions; Executive session meeting was held

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early in October and tomorrow evening to continue the search for the Superintendent;  
Congratulated the fall sports teams, Band, and all the students who participated in the fall play.

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## 8. Treasurer's Report

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### Minutes

Mrs. Rice noted the Treasurers report and Revenue and Expense report are attached for the Board members. These reports do not need approved and are informational reports only.

Treasurer's Report - October 2022

Revenue and Expense Report - October 2022

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## 9. Approval of Bills

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### Minutes

Mrs. Johnson moved, seconded by Mrs. Bidwell, to approve the regular monthly bills from October 1, 2022 to October 31, 2022 as present.

Mrs. Miller asked on Page 3 - What the tuition to the Hoffman Homes was for: Mrs. Jones noted this is for outside placement of a student for educational services.

Mrs. Miller also asked about the Sensory Necklaces, Stress Toys, Survey Monkey subscription, Chambersburg Rive Rock, PA Magazine. Wanted to make sure these items are necessary items.

Mrs. Rice noted there are items listed on the bills which fall within building budgets and these bills are line items from those budgeted areas.

A question about why a single calculator was purchased. Mrs. Dubaich noted this item was purchased with ATSI grant money for the high school.

All members present voted in the affirmative. Motion carried: 9 Yes 0 No

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## 10. New Business

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### Minutes

1. Mrs. Morris moved, seconded by Ms. Wills, to approve the 2022-2023 Pupil Transportation Agreement between the West Perry School District and Lauver Transportation, including the attached fee schedule and amendment for athletic events and extracurricular activities.

A roll call vote was taken:

Mr. Fishel - Yes

Mrs. Johnson - Yes

Mr. Kitner - Yes

Mr. McKee - Yes

Mrs. Miller - Yes

Mrs. Morris - Yes

Mrs. Rice - Yes

Ms. Wills - Yes

Motion carried: 9 Yes 0 No

2. Morris moved, seconded by Mr. McKee, to approve the 2022-2023 Pupil Transportation Agreement between the West Perry School District and Lupfers Busses Inc., including the attached fee schedule and amendment for athletic events and extracurricular activities.

A roll call vote was taken:

Mrs. Johnson - Yes

Mr. Kitner - Yes

Mr. McKee - Yes

Mrs. Miller - Yes

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Mrs. Morris - Yes

Mrs. Rice - Yes

Ms. Wills - Yes

Mrs. Bidwell - Yes

Mr. Fishel - Yes

Motion carried: 9 Yes 0 No

3. Mrs. Bidwell moved, seconded by Mr. McKee, to approve the 2022-2023 Pupil Transportation Agreement between the West Perry School District and Jerry Shreffler, including the attached fee schedule and amendment for athletic events and extracurricular activities.

A roll call vote was taken:

Mr. Kitner - Yes

Mr. McKee - Yes

Mrs. Miller - Yes

Mrs. Morris - Yes

Mrs. Rice - Yes

Ms. Wills - Yes

Mrs. Bidwell - Yes

Mr. Fishel - Yes

Mrs. Johnson - Yes

Motion carried: 9 Yes 0 No

4. Ms. Wills moved, seconded by Mrs. Johnson, to approve the Memorandum of Understanding (MOU) between West Perry School District and the West Perry Education Support Professional Association.

A roll call vote was taken:

Mr. McKee - Yes

Mrs. Miller - Yes

Mrs. Morris - Yes

Mrs. Rice - Yes

Ms. Wills - Yes

Mrs. Bidwell - Yes

Mr. Fishel - Yes

Mrs. Johnson - Yes

Mr. Kitner - Yes

Motion carried: 9 Yes 0 No

Ms. Wills moved, seconded by Mrs. Bidwell, to approve New Business items 5-6:

5. The Administration is recommending approval of the Constitution and By-Laws for the Varsity Club beginning the 2022-2023 school year. Mr. Joseph O'Toole, Special Education Teacher, will be the advisor for this club.

6. The Administration is recommending approval of the revised Wellness and Fitness Education Teacher job description.

All members present voted in the affirmative. Motion carried: 9 Yes 0 No

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## 11. Personnel Items

### 11.a. Resignation

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#### Minutes

Ms. Wills moved, seconded by Mr. McKee, to approve Resignation items 1-2:

1. Employee 018006, Carroll Elementary, Math Intervention Teacher, resignation effective November 15, 2022.

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2. Employee 303917, West Perry School District, Wellness and Fitness Teacher, resignation effective November 29, 2022.

All members present voted in the affirmative. Motion carried: 9 Yes 0 No

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### 11.b. Leave of Absence

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#### Minutes

Ms. Wills moved, seconded by Mrs. Morris, to approve Leave of Absence items 1-3:

1. The Administration is recommending an unpaid Family Medical Leave of Absence for Employee 303917 from Thursday, October 13, 2022 through Tuesday, November 29, 2022. Employee 303917 has met all requirements for said leave.

2. The Administration is recommending a paid leave of absence for Employee 305510 from Tuesday, November 29, 2022 through Thursday, December 8, 2022. Family Medical Leave (FMLA) benefits will run concurrent with paid leave, after which time the employee will continue unpaid leave from Friday, December 9, 2022 through Friday, December 23, 2022. Employee 305510 has met all requirements for said leave.

3. Employee 305740, Carroll Elementary, Learning/Emotional Support Teacher, is requesting an unpaid leave of absence from Thursday, March 9, 2023 to Friday, March 10, 2023. Employee 305740 will be using three personal days from Monday, March 6, 2023 through Wednesday, March 8, 2023 in conjunction with said leave.

All members present voted in the affirmative. Motion carried: 9 Yes 0 No

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### 11.c. Tenure

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#### Minutes

1. Mrs. Bidwell moved, seconded by Mrs. Morris, to approve the following teacher be awarded tenure:

- Melody Knoll - Carroll Elementary

All members present voted in the affirmative. Motion carried: 9 Yes 0 No

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### 11.d. Transfer

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#### Minutes

Mrs. Bidwell moved, seconded by Ms. Wills, to approve Transfer items 1-2:

1. Employee 305570, Blain Elementary, Special Education Paraprofessional, 5 1/2 hours per day, no benefits, transfer to Blain Elementary, Special Education Paraprofessional, 181 days, 7.0 hours per day, with benefits, effective January 4, 2023. Employee 305570 will be filling the vacant position of Employee 008172, due to retirement, Board item 11.b.3 of the October 17, 2022 Board agenda.

2. Employee 017875, West Perry Administrative Office, Secretary to the Superintendent, transfer to West Perry High School, Job Coach, 181 days, 7.0 hours per day, with benefits, effective when the Secretary to the Superintendent position is filled. Employee 017875 will be filling the vacant position of Employee 305782, due to resignation, Board item 11.b.1 of the October 17, 2022 Board agenda.

All members present voted in the affirmative. Motion carried: 9 Yes 0 No

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### 11.e. Employment - All Pending Receipt of Required Documentation

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#### Minutes

Mrs. Miller moved, seconded by Mrs. Morris, to approve Employment items 1-6:

1. The Administration is recommending the following staff be approved as West Perry High School, After School Tutoring Staff, for the 2022-2023 school year. The following professional staff will be paid an hourly rate of \$30.00 per hour and paraprofessional staff will be paid at their 2022-2023 hourly rate.

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- Tracy Commins
2. The Administration is recommending the following coaches for approval: (Title IX note: The filling of these previously Board-approved positions does not imbalance gender equity.)
    - Cheri Fleisher, 7th Grade Boys' Basketball Coach; Stipend: \$1,147.50. Ms. Fleisher will be replacing Zach Cree who is now the 8th grade coach.
    - Shane Shreffler, Volunteer Boys' Basketball Coach
    - Madison Urich, Volunteer Girls' Basketball Coach
  3. Day-to-Day Substitute Paraprofessionals:
    - Trisha Leber
    - Kasey Schmiedel
    - Sheila Tyner
  4. Day-to-Day Substitute Custodian
    - Trisha Leber
  5. Bus/Van Drivers:
    - Sara Campbell, for Dum's Bus Service
    - Michael Nace Sr., for Dum's Bus Service
  6. The Administration is recommending approval of the 2022-2023 Supervising and Non-Supervising Volunteer list.
- All members present voted in the affirmative. Motion carried: 9 Yes 0 No

## 12. Education

### Minutes

1. Federal Programs Update - Mr. Dubaich report West Perry School District submitted the required Comparability Assurances for 2022-23. WPSD has documented the comparable per-pupil expenditures in the district. This indicates that services are provided in all three elementary schools that are substantially comparable. (This means there is equity in spending for all three schools).
  2. Mrs. Bidwell moved, seconded by Mr. Kitner, to approve the Master Services Agreement between Language Line Services, Inc. and the West Perry School District, subject to the Solicitor's approval of the final terms and conditions. Language Line Services, Inc. will provide translation services on an as-needed basis.
- All members present voted in the affirmative. Motion carried: 9 Yes 0 No

## 13. Policy

### Minutes

Mr. Fishel moved, seconded by Mrs. Bidwell, to approve the second reading of Policies 1-4:

1. Second Reading of Policy 006 – Meetings
2. Second Reading of Policy 008 - Organizational Chart
3. Second Reading of Policy 816 - Social Media
4. Second Reading of Policy 903 - Public Participation in Board Meetings

Mrs. Johnson noted concerns with the language in Policy 903 for participants to give their address. Suggested removing the wording "address" in both areas within the policies.

Mr. Walker noted the Board may make minor editorial revisions to the second reading of policies.

Mrs. Rice noted the wording "address" would be removed from the policy.

A roll call vote was taken:

Mrs. Miller - Yes

Mrs. Morris- Yes

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Mrs. Rice - Yes  
Ms. Wills - Yes  
Mrs. Bidwell - Yes  
Mr. Fishel - Yes  
Mrs. Johnson - Yes  
Mr. Kitner - Yes  
Mr. McKee - Yes  
Motion carried: 9 Yes 0 No

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## 14. Fiscal

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### Minutes

1. Ms. Wills moved, seconded by Mr. McKee, to approve the 2022-2023 Budgetary Transfers. All members present voted in the affirmative. Motion carried: 9 Yes 0 No
  2. The Administration and Board acknowledged the donation in the amount of \$150.00, from Mt. Gilead United Methodist Church to Carroll Elementary, for general supplies or clothing for students in need.
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## 15. Board Officer

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### Minutes

1. Mrs. Rice, Board President, opened the floor to accept nominations for a new Board Treasurer, effective until a Board Treasurer is elected at the May 2023 Board meeting.

Mrs. Johnson motioned, seconded by Mr. McKee, to nominate Mrs. Bidwell as Board Treasurer.

With no other nominations, Mr. McKee motioned, seconded by Ms. Wills, to close nominations. All members present voted in the affirmative. Motion carried: 9 Yes 0 No

Mrs. Johnson moved, seconded by Ms. Wills, for Mrs. Bidwell to be Board Treasurer.

A roll call vote was taken:

Mrs. Morris - Yes  
Mrs. Rice - Yes  
Ms. Wills - Yes  
Mrs. Bidwell - Yes  
Mr. Fishel - Yes  
Mrs. Johnson - Yes  
Mr. Kitner - Yes  
Mr. McKee - Yes  
Mrs. Miller - Yes

Motion carried: 9 Yes 0 No

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## 16. Adjournment

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### Minutes

Ms. Wills motioned, seconded by Mrs. Miller, to amend the agenda to add Policy 122 - Extracurricular Activities to the December 12, 2022 Board agenda as a first reading with a revision to include a parental/guardian signature requirement to participate in a club.

A roll call vote was taken:

Mrs. Rice - Yes  
Ms. Wills - Yes  
Mrs. Bidwell - Yes  
Mr. Fishel - Yes  
Mr. Kitner - Yes

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Mr. McKee - Yes  
Mrs. Miller - Yes  
Mrs. Morris - Yes  
Motion carried: 9 Yes 0 No

The agenda was amended, and public comment time was given. Public comments were limited to Policy 122 - Extracurricular Activities only:

- Gabrielle Brandt - Add parent/guardian permission to Policy 122
- Vicki Johnson - Delay forming clubs until the readings of Policy 122 are completed
- Amanda Dittmer - Speaking as teacher on Policy 122
- Kathy Garman - Clubs are not academic
- Sophia 9th Grader - Clubs help students
- Robbyn Metz - All students should have a safe place, not just during clubs

Motion by Ms. Wills, seconded by Mrs. Johnson, to place Policy 122 - Extracurricular Activities on the December 12, 2022 agenda for a first reading.

A roll call vote was taken:

Ms. Wills - Yes  
Mrs. Bidwell - left the meeting prior to roll call vote  
Mr. Fishel - Yes  
Mrs. Johnson - Yes  
Mr. Kitner - Yes  
Mr. McKee - Yes  
Mrs. Miller - Yes  
Mrs. Morris - No  
Mrs. Rice - No  
Motion carried: 6 Yes 2 No (Morris, Rice)

With no further business to discuss, Ms. Wills moved, seconded by Mrs. Miller, to adjourn the regular meeting.

All members present voted in the affirmative. Motion carried: 8 Yes 0 No

The meeting adjourned at 9:55 PM

Respectfully submitted,

Kenneth Medina  
Board Secretary

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