

BOARD OF SCHOOL DIRECTORS
MAY 22, 2023
APPROVED MINUTES



1. Pledge of Allegiance

Minutes

The West Perry School District Board of School Directors met on Monday, May 22, 2023 in the West Perry High School Auditorium. President Jean Rice called the meeting to order at 7:30 PM. The meeting opened with Board members, audience members, and virtual members standing and reciting the Pledge of Allegiance.

2. Roll Call

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

Other Present: Mr. Kuhns, Dr. Dubaich, Kasie Morgan, Cory Hoffman, Lenny Jumper, Lucas Clouse, Joan Adams, public/teachers/virtual members 20-25.

3. Approval of May 22, 2023 Agenda

Minutes

1. Ms. Wills moved, seconded by Mrs. Miller, to approve the May 22, 2023 agenda as presented.

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

4. Recognition of Visitors

Minutes

1. West Perry Education Association- No one present.
2. West Perry Education Support Professional Association- No one present.
3. Public Comments- Agenda Items
 - Robbyn Metz - Proposed Budget
 - Robbyn Metz - Roof Repairs
 - Robbyn Metz - Van Purchase
 - Gabrielle Brandt - Policy 905.1 - First
 - Gabrielle Brandt - Policy 905.1 - Second

5. New Business

Minutes

Mrs. Rice, Board President, opened the floor to accept nominations for a new Board Secretary Pro Tempore, effective until July 1, 2023.

1. Mrs. Johnson moved, seconded by Ms. Wills, to nominate Dr. Clouse as the Board Secretary.

Dr. Clouse accepted the nomination. No other nominations were given.

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

2. Ms. Wills moved, seconded by Mrs. Morris to approve the proposal for the roof restoration project from Waterproofing Technologies, Inc. in the amount of \$556,942.78, to be completed at New Bloomfield Elementary. Funds will be taken from the 2023-2024 general fund 5-year Maintenance monies.

Mrs. Johnson questioned if there was a 5-year maintenance plan that could be brought up this evening.

Mr. Jumper stated there was not a 5-year maintenance plan to show at the meeting tonight; he had been working with the roofing company for weeks to lower the price from \$660,000.00 to \$557,000.00 or below.

Mrs. Rice confirmed with Mr. Jumper that the 5-year maintenance money is the same amount of money for 5 years.

Mr. Jumper stated that was correct and that those amounts are not concrete, because you budget a number which may be high or low, with hopes that it will be lower than the budget. Mr. Jumper could not put the roof restoration project in the 5-year maintenance budget at the time of the meeting because the cost was higher. After the cost decreased, Mr. Jumper confirmed with the company that the project would be coming out of the 5-year maintenance plan.

Mrs. Johnson asked if there were any other projects in the 5 year plan and Mr. Jumper stated there were none.

Mr. Kitner asked if the water treatment plan was going to be in place.

Mr. Jumper stated a permit would need to be in place first and that it will be at least another 3-5 years until it could be done.

Mrs. Miller stated the Board was told the sewage treatment plants were end of life and asked if they would last another 3-5 years.

Mr. Jumper stated that yes, they will last and he is under the assumption from Blain that they may place a water treatment plan on their own in, pumping straight into the Blain borough.

Mrs. Johnson stated it would be helpful in the future, even if a dollar amount is not confirmed yet, if Mr. Jumper could communicate and keep track of projects that need done and projects that have been done- along with the amounts of them, to help the Board members better understand the budget.

Mr. Jumper stated the budget went way under this year- the roofing project for the middle school courtyard was not completed due to roofers not being available and not being able to get into the area in time; the stadium repairs actually cost less than the price quoted. Mr. Jumper was not able to give an exact amount that was left over as the previous Business Manager did not provide him with that information.

Mrs. Johnson asked that further on, Mr. Jumper keep track of the projects and keep the Board members updated because the amount given to the Board recently is not correct. She stated unless any of the other Board members had anything else to discuss, she would like to motion to table this item until the Board can fully discuss and understand the maintenance money.

Mr. Jumper stated yes, the contract is good for 60 days, but if this contract does not get approved right away, this project will be moved until September and students will be back in school. Complaints were made last year because students were listening to thumping on the roof while in class.

Mrs. Miller questioned with the middle school courtyard not being completed, if the funds from that project roll over into next years budget. Mr. Jumper stated the money goes into the general fund balance. Mrs. Miller asked if this money could be used towards the roof project. Mrs. Rice stated the money goes to the fund balance.

This was a roll call vote:

Mr. Fishel - No

Mrs. Johnson - No

Mr. Kitner - Yes

Mr. McKee - No

Mrs. Miller - No

Mrs. Morris - Yes

Mrs. Rice - Yes

Ms. Wills - No

Mrs. Bidwell - Yes

Motion Failed: 4 Yes (Bidwell, Kitner, Morris, Rice) 5 No (Fishel, Johnson, McKee, Miller, Wills)

3. Mrs. Miller moved, seconded by Ms. Wills, to approve to purchase a new 2023 Ford Transit T150 School Van from Brightbill Body Works of Lebanon in the amount of \$69,688.00. Funds will be taken from the 2022-2023 general fund 5-year Maintenance monies.

Mrs. Miller stated she thought Mr. Jumper said that this item was "dead in the water" and that these funds were going to be used towards the restoration and handrails at the high school stadium, wondering if this has already been customized since this was above the cost the school wanted to pay for this.

Mrs. Johnson asked Mr. Jumper if he indicated that the van was not needed and the funds could go towards the stadium handrails.

Mr. Jumper stated the van is needed and that the handrails have already come out of the budget. Mrs. Johnson questioned which budget the handrails came out of. Mr. Jumper stated the handrails came out of the other outside maintenance budget for the stadium.

Ms. Wills brought up a conversation that was held at the Committee of the Whole meeting recently, stating the Board was told since this van holds 12 passengers and not 10, that this particular van was not being purchased and that money was going to be used from the 5-year maintenance plan to work on improvements at the stadium.

Mr. Jumper stated that he did not say that at the COW meeting and that a van is needed since there are only two vehicles available right now. He stated he was not in favor of that particular van, but with the amount of students that need transferred during the day, a van is needed.

Ms. Will stated the bulk of the Board was under the impression that the van was not a necessity at this time.

Mr. Jumper then stated the break lines went out in another vehicle three weeks ago and that vehicle is too old, so it is not getting put back into service.

Ms. Wills asked if this van was in the works since there is already a contract for it. Mr. Jumper stated he was not sure because Mr. Medina had handled this without his knowledge.

Mr. Kitner asked if there was a way we could find out if the van is already being processed or if a new proposal could be started on a van that is cheaper.

Mrs. Rice stated this vote would need put down first and then the process would need started all over again.

Mr. Kitner stated since Mr. Medina did this all on his own and Mr. Jumper was not aware of it, he felt this vote should be shut down.

Mrs. Bidwell questioned if there was already a signed contract for this van, that her understanding was that a delivery date was already in place for August.

Mr. Jumper confirmed that yes, there is already a signed contract and he believes this was already sent back to the company.

Mrs. Bidwell asked if this item could be tabled until the information is found out as to whether or not this contract has already been sent to the company so that no money is being lost by not receiving the vehicle. She also would like to know what happens if this vehicle is not purchased for the students that do need transported.

Mrs. Rice stated that the delivery date on the contract appears to be Mr. Medina's handwriting and she thinks this is the date he requested the vehicle to be delivered. Mrs. Rice is unsure if the contract has been delivered to the vendor yet.

Mr. Kuhns stated when this contract came to his knowledge, he spoke with the school's solicitor, and because the amount was \$19,000.00 more than originally budgeted for, the solicitor stated that this needed to be re-approved by the Board. Mr. Kuhns stated he is 90% sure that he held this letter and it was never sent out, but that this would be checked on. He stated he would also be in favor of tabling this item until the June meeting, if that was okay with everyone else.

Mrs. Bidwell moved, seconded by Ms. Wills, to amend the motion for the van and table this item until the June 12th Board meeting.

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

Mrs. Rice then went back to the original motion for approval.

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

4. Mrs. Johnson moved, seconded by Ms. Wills, to approve the proposal with TruTrace Exterior Services for the pavement maintenance project at West Perry School District. Cost not to exceed the proposed amount of \$495,680.00. Funds will be taken from the 2022-2023 general fund.

Mrs. Rice confirmed with Mr. Jumper where the pavement project was to be done and that this cost was going to be for both the high school and middle school. Mr. Jumper stated this project is for the high school and middle school, however he did not have a total yet for the middle school.

Mrs. Johnson confirmed the total budgeted amount being \$650,000.00 for both the high school and the middle school.

Mr. Jumper stated he was unsure because the numbers Mr. Medina gave him were higher than this at \$750,000.00.

Mrs. Johnson stated there was going to be a problem again with the budget if the total of \$495,680.00 was only for the high school, there is a possibility that this project will go over budget.

Mr. Jumper stated he would find out in two more days. Mrs. Johnson confirmed what price would be confirmed in two days and Mr. Jumper stated the price budgeted for the middle school and high school pavement project is in fact correct, he was thinking of New Bloomfield's project in which he finds out more about in two days.

Mrs. Johnson confirmed this amount is underbudget because what was budgeted was \$650,000.00 for the high school and middle school.

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

5. Mrs. Morris moved, seconded by Mrs. Bidwell, the approve to apply for Flexible Instruction Days for the 2023-2024 school year.

Mrs. Johnson asked if there could be an explanation or details given on this topic.

Mr. Kuhns stated we just needed permission to apply for the FID days, it does not mean that we actually have to use them. We have been approved for these days in the past and have not used them.

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

6. Ms. Wills moved, seconded by Mrs. Bidwell, to approve the food service management contract with Metz Culinary Management for the 2023-2024 fiscal year at a guaranteed loss of no greater than \$219,580.24. The contract may be renewed by mutual agreement for up to one additional one-year period.

Mrs. Johnson asked if some background could be given regarding the "guaranteed loss of \$219,580.24", as to who's loss this is.

Mrs. Rice stated she thinks the school is guaranteed to have a loss no greater than \$219,580.24. This changes from year to year and this agreement with Metz states if there is an increase in food products, supplies, etc., that Metz would be responsible for making up the difference that they are guaranteeing.

Mrs. Bidwell stated this is something that comes around every year. We do not make any money off Metz; we see a loss continuously.

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

7. The Administration is recommending approval of the revised High School Assistant Principal job description.

Mrs. Rice stated the Board is going to strike the words "middle school" and change it to "high school" in the actual document.

Mrs. Morris moved, seconded by Ms. Wills, to the amended the High School Assistant Principal job description, to strike the words "middle school" and insert the words "high school".

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

Mrs. Morris moved, seconded by Mrs. Bidwell, to approve the amendment for the High School Assistant Principal job description.

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

Mrs. Morris moved, seconded by Mrs. Miller, to approve New Business items 8-9:

8. The Administration is recommending approval of the revised Instructional Coach, Grade 2-5 job description.

9. The Administration is recommending approval of the revised PreK Teacher job description.

Mrs. Johnson asked if there were any changes being made to these job descriptions.

Dr. Dubaich stated these job descriptions are on the agenda due to the new portal, these positions have not been posted since the applicant tracker was introduced.

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

6. Personnel Items

6.a. Resignation

Minutes

Mrs. Morris moved, seconded by Mrs. Bidwell, to approve Resignation items 1-3:

1. Employee 021615, Blain Elementary, Fifth Grade Teacher, resignation effective the end of the 2022-2023 school year.
2. Employee 302740, Blain Elementary, Nurse-LPN, resignation effective the end of the 2022-2023 school year.
3. Employee 302686, West Perry School District, District Wide, Technology Support Technician I, resignation effective June 2, 2023.

The Board wished these three employees the best in their futures.

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

6.b. Transfer

Minutes

Ms. Wills moved, seconded by Mr. McKee, to approve Transfer items 1-5:

1. Employee 302945, Carroll Elementary, PreK Teacher, transfer to Third Grade Teacher, effective August 21, 2023. Employee 302945 will be filling the vacant position of Employee 008320, due to retirement, Board item 12.a.3 of the January 16, 2023 Board agenda.
2. Employee 303739, Carroll Elementary, Math Intervention Teacher, transfer to Fourth Grade Teacher, effective August 21, 2023. Employee 303739 will be filling the vacant position of Employee 012065, due to retirement, Board item 12.a.1 of the March 13, 2023 Board agenda.
3. Employee 023150, Blain Elementary, Fourth Grade Teacher, transfer to Fifth Grade Teacher, effective August 21, 2023. Employee 023150 will be filling the vacant position of Employee 021615, due to resignation, Board item 8.a.1 of the May 22, 2023 Board agenda.
4. Employee 015710, New Bloomfield Elementary, Fourth Grade Teacher, transfer to Blain Elementary Fourth Grade Teacher, effective August 21, 2023. Employee 015710 will be filling the vacant position of Employee 023150, due to transfer, Board item 8.c.3 of the May 22, 2023 Board agenda.
5. Employee 013480, West Perry School District, District Wide, Instructional Coach, Grades 2-5, transfer to PreK-1 Instructional Coach, effective August 21, 2023. Employee 013480 will be filling the vacant position of Employee 015770, due to transfer, Board item 6.b.4 of the August 22, 2022 Board agenda.

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

6.c. Employment- All Pending Receipt of Required Documentation

Minutes

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

1. The Administration is recommending approval of the 2022-2023 Supervising and Non-Supervising Volunteer list.
2. The Administration is recommending approval of the 2023 Summer Extended School Year (ESY) Program (funds to be paid from IDEA)

- The following staff will be paid at the per diem rate based upon individual salary step (max rate \$30.00 per hour):
 - Employee 017255
 - Employee 014875
- The following support staff shall be paid at the 2022-2023 hourly rate:
 - Employee Lillian Horn, ESY Paraprofessional

3. The Administration is recommending the following staff be approved as 2023 West Perry Summer Program Staff. The following professional staff will be paid an hourly rate of \$30.00 per hour. The following paraprofessional staff will be paid at the 2022-2023 hourly rate. Costs to be paid from the ESSER Grant.

- Employee 016660

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

7. Policy

Minutes

Ms. Wills moved, seconded by Mrs. Miller, to approve Second Reading of Policy 905.1- Parent and Community Advisory Committee.

Mrs. Johnson stated Mrs. Brandt has asked to chair this committee and called her up to the microphone to ask her if she is involved in activities currently within the school district.

This was a roll call vote:

Mrs. Johnson - Yes

Mr. Kitner - Yes

Mr. McKee - Yes

Mrs. Miller - Yes

Mrs. Morris - Yes

Mrs. Rice - No

Ms. Wills - Yes

Mrs. Bidwell - No

Mr. Fishel - Yes

Motion carried: 7 Yes 2 No

8. Old Business

Minutes

Mr. Kuhns stated he has made a few tweaks based on the wishes of the Board; removed \$650,000.00 which represents the price of the turf project from the unsigned fund balance; removed \$650,000.00 from the expenditure side and 5100-900 on page 17; page 18 reflects that the \$650,000.00 for the turf will reduce the capital reserves.

1. Ms. Wills moved, seconded by Mr. McKee, to approve the Adoption of the 2023-2024 Proposed Final Budget.

Mrs. Johnson brought up that the interest that took place, is not in the capital reserve balance at all.

Mr. Kuhns stated the amount can continue to be tweaked until the final budget approval in June.

This was a roll call vote:

Mr. Kitner - Yes

Mr. McKee - Yes

Mrs. Miller - Yes
Mrs. Morris - Yes
Mrs. Rice - Yes
Ms. Wills - Yes
Mrs. Bidwell - Yes
Mr. Fishel - No
Mrs. Johnson - Yes
Motion carried: 8 Yes 1 No

9. Good of the Order

Minutes

1. Mrs. Johnson spoke in regards to Board Policy 002.
2. Mr. Kitner commended the music department for doing an incredible job.
3. Ms. Wills spoke in regards to Board Policy 707 and Policy 905.1.

10. Public Comment Non-Agenda Items

Minutes

- Kristen Rush - Class Dues
- Kristen Rush - Summer Jobs
- Deloris Kitner - Graduation for students

11. Adjournment

Minutes

With no further business to discuss, Mrs. Bidwell moved, seconded by Mrs. Johnson, to adjourn the regular meeting.

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

The meeting adjourned at 9:03 PM.

Respectfully submitted,

Dr. Lucas Clouse
Board Secretary