

South Fayette School District

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Committee Meeting of the Whole

Minutes

Tuesday, September 16, 2008

7:00 p.m.

The Committee Meeting of the South Fayette Township Board of School Directors was called to order at 7:33 p.m. in the South Fayette High School Conference Center by Vice President Chris Niemann with the Pledge of Allegiance. Mr. Niemann apologized for the delay and announced the Board had met in Executive Session prior to the start of the meeting to discuss personnel.

Present: Teresa Burroughs, Lena Hannah, Frank Morelli, Chris Niemann, Jeff Smith, and Alan Wood

Absent: Len Fornella, Bill Newcomer, and Todd Petrillo

Others: Dr. Linda B. Hippert, Superintendent; Dr. Nanci Sullivan Director of Pupil Personnel, George Safin, Director of Finance; Teachers Frank Ferraro, Frank Kruth; Gina Duncan, Debra Amelio-Manion, Rosa Niemann, Natalie Kugler, Lisa Carney, Tom Frost, Mike Specca, and Ruth Bell, Superintendent's Assistant/Board Secretary

Minutes

The Board considered approval of the Minutes from the following Board Meetings:

Committee Meeting
Regular Meeting

August 19, 2008
August 26, 2008

Financial Reports

The Financial Reports for August 2008, were enclosed for Board review and will be included on the Agenda for approval at the Regular Meeting.

Superintendent's Monthly Report – Dr. Linda B. Hippert

Business Office

1. The State released the Act 1 base index for 2009-10 school year budgeting. The *base index* is calculated by averaging the percent increases in the Pennsylvania statewide average weekly wage and the Federal employment cost index for elementary/secondary schools. Additionally, for school districts with a market value/personal income aid ratio (MV/PI AR) greater than 0.4000, the value of their index is adjusted upward by multiplying the base index by the sum of 0.75 and their MV/PI AR. For example, if the base index is 4.1% and the school district's MV/PI AR is 0.6000, the school district's *adjusted index* is $4.1\% \times (0.75 + 0.6000) = 5.5\%$.

South Fayette's adjusted index for school year 2009-10 is 4.9%. This was calculated as follows:

South Fayette's MV/PI AR (market value, personal income aid ratio) is .4435. Therefore you would calculate as:

$$4.1\% \times (0.75 + 0.4435) = .041 \times 0.7935 = .0489335 = 4.9\%$$

Personnel

1. Hiring, resignations, and all changes regarding personnel were discussed in Executive Session.

Education

1. The Board considered the request of The Superintendent and High School Principal Ann Bisignani for Board approval to permit students from the Chorus to travel to Nashville, Tennessee from Friday, April 24 through Monday April 27, 2009. Appropriate adult to student ratios for supervision will be assured by the administration.
2. The Board considered the request of The Superintendent and Assistant Superintendent Dr. Mary Ravita for Board approval, per Board Policy 706.1, to dispose of the following books as obsolete:
 - Copyright date 1999 – Access 97 – qty 56
 - Copyright date 1999 – PowerPoint 97 – qty 31
 - Copyright date 1998 – Excel '97 – qty 43
 - Copyright date 1998 – Word '97 – qty 21

Dr. Ravita will contact book vendors to obtain if there is any interest in purchasing the books prior to disposing.

3. The Board considered the request of The Superintendent and Assistant Superintendent Dr. Mary Ravita to approve the English Level Learner (ELL) program for the Middle School. The program will utilize the following curriculum:
 - Elementary School Curriculum
 - Harcourt Trophies – copyright 2005
 - Resource Materials
 - Around the World; 6 titles, Clothing, Festivals, Food, Homes, Schools, Transportation – copyright 2003
 - Our Global Community; 8 titles, Clothing, Families, Farming, Games, Homes, Markets, Music, Schools – copyright 2008
 - Classic Stories soft cover 8 big book set; 8 titles; Five Little Ducks, Down by the Station, Over in the Meadow, Twinkle Twinkle Little Star, Here We Go Around the Mulberry Bush, The Farmer in the Dell, Ten Little Monkeys, The Wheels on the Bus – copyright 2002
 - Giant storybooks with holes 5 book set; 5 titles, This Old Man, Sing a Song of Sixpence, This is the House that Jack Built, Old Macdonald had a Farm, There was an Old Woman that Swallowed a Fly – copyright 2005
 - Middle/High School Curriculum
 - Resource Materials
 - Language! The Comprehensive Literacy Curriculum ; Reading, Writing, Spelling, Vocabulary, Grammar and Speaking – Books A-F copyright 2005

Dr. Hippert explained English Level Learners (ELL) requires us to approve any and all materials as part of the board minutes. The district owns the books listed above and there is no additional cost to the district. These are the materials that are being utilized at the middle school level and our ELL numbers are increasing at the middle school. The Federal Government is now auditing ELL programs and we have to show proof this was approved by the Board for this program.

Transportation

There were no items to discuss.

Athletics

1. Coaching personnel was discussed in Executive Session.
2. The Board considered the request from Athletic Director Joe Farkas to make revisions to the policy for team and individual championship awards.
3. The Board discussed the 2008-09 Varsity Wrestling Budget.

The Board discussed the varsity wrestling budget for the 08-09 school year proposed by Athletic Director Joe Farkas and Head Wrestling Coach Michael Ladick. The amount of the proposed budget is \$16,335.00 and exceeds the \$15,000.00 amount in the school district budget. Dr. Hippert requested board approval to utilize additional funds necessary to operate the wrestling program for 08-09 from the Athletic Director's contingency budget. This was not approved by the board and instead it was said the booster organization must make up the difference. Dr. Hippert indicated that in the past the District provided the essential items needed to run the programs and the booster organizations purchased the extra items that were not essential to running the programs. Mr. Niemann indicated if the booster organization knows this upfront they would work to make that happen. Dr. Hippert suggested if this is the direction the Board is going in, there needs to be a formal communication saying this is the desire of the Board; in the past the Boosters have always done the extras for the program. This needs to come from the Board, if you are going to change this. Board members commented that when the Board voted to bring the program back; it was agreed to spend \$15,000 and the extra money would come from corporate sponsors, based on the information that was provided to the Board. Dr. Hippert asked the Board for authorization to purchase uniforms for the program. The Board did authorize Dr. Hippert to purchase uniforms and warm ups for the wrestling program.

Construction

1. The Board discussed Board options for future construction to accommodate elementary school overcrowding along with dates required for decision making. Options include:
 - a. Proceed with option to begin construction in summer of 2009 (decision to move in this direction would need to occur by August 2008). Occupancy would occur in the 2011-12 school year. **(this option is no longer available)**
 - b. Make the decision to proceed with construction planning with the intent to borrow for construction in March 2010 with occupancy 2013-14 school year.
 - c. Make the decision to delay construction planning and utilize trailers for future growth. Consider options for placement of additional trailers.
 - d. Consider other options not yet identified.
2. Discuss enrollment (current, district, projected and demographer)
Dr. Hippert provided the Board and the public with current and projected enrollment figures from the Administration and from Carnegie Mellon University Demographer Dr. Shelby Stewman. Dr. Hippert indicated the projections from the Administration are from looking at past trends and patterns in the District. Dr. Stewman's projections are from the feasibility study he performed for the district last year. The Board was also provided with floor plans and room assignments for the buildings. The Board asked Dr. Hippert to

contact Dr. Stewman and ask him if he would provide the Board with a brief summary if he were doing the study today, taking into consideration the present economic conditions; how, if at all would this have changed his projections.

The board members present came to the consensus that option A from the above list should be removed from future agendas since this option is no longer available. The Board discussed construction options and asked the options for construction that were discussed at previous board meetings be added to the list above. They include: leasing space off campus in the area; purchase/build metal buildings; renting from schools in the area that may have additional classroom space; utilizing the Army barracks building for classrooms; and converting the middle school auditorium to classrooms. These items as well as any additional suggestions will appear on the agendas in the future.

Dr. Hippert did contact Zion Lutheran School to see if they had any additional space we could utilize for classrooms. Zion Lutheran School indicated they currently utilize all of their classrooms.

Dr. Hippert indicated at some point in the future the offices of Pupil Personnel Department will need to move from the Middle School. A consideration is to move these offices into the former central administration building. Some members of the Board asked about touring the former central administration building and the Army barracks. Dr. Hippert asked the Board to let her know when they would like to take the tour and she would coordinate with Mr. Gene Manzini.

Dr. Hippert provided the Board with an email from Mr. Manzini with a quote to repair the roof of the barracks building for \$3,800.00. In the email, Mr. Manzini indicated once the roof is repaired he would suggest the district use this building for storage. We would take the items that are currently being stored in the trailers and move them to the barracks building thereby saving money as we pay \$75.00 per month, per trailer, and there are three trailers on the former Army property. The Board discussed this option and asked Mr. Manzini to have the company provide a written estimate to repair the roof and also asked the same company to provide a ball park estimate to replace the roof with a 4/12 pitch. The Board asked for an inventory list of items that are currently being stored in the 3 trailers and in the Quonset hut. Mr. Manzini is to provide this information to the Board at the Regular Meeting, September 23, 2008.

Miscellaneous

Informational

At the Regular Board Meeting held on August 26, 2008, the Board decided not to adopt Board Policy 006.1 Use of Speakerphones. This policy is optional and the Board is not required to adopt this policy. This policy has been removed from the list for approval.

1. The Board considered the recommendation of The Superintendent for Board approval of the second reading of revised School District Policy 000 Board Policy/Procedure/Administrative Regulations.
2. The Board considered the recommendation of The Superintendent for Board approval of the second reading of revised School District Policy 001 Name and Classification.
3. The Board considered the recommendation of The Superintendent for Board approval of the second reading of revised School District Policy 002 Authority and Powers.

4. The Board considered the recommendation of The Superintendent for Board approval of the second reading of revised School District Policy 003 Functions.
5. The Board considered the recommendation of The Superintendent for Board approval of the second reading of revised School District Policy 004 Membership.
6. The Board considered the recommendation of The Superintendent for Board approval of the second reading of revised School District Policy 005 Organization.
7. The Board considered the recommendation of The Superintendent for Board approval of the second reading of revised School District Policy 006 Meetings.

Dr. Hippert indicated that the policy currently reads “all votes on motions and resolutions shall be by voice vote unless an oral roll call vote is requested by the President or another Board member”. There was discussion about the need for clarification on this statement. The Board Secretary will call PSBA for clarification.

The Board discussed changing the wording of the policy regarding the distribution of the minutes. The change on the policy would reflect minutes will be made available via electronic distribution as soon as possible or no later than 3 days before the next regular meeting. The Board Secretary did call PSBA on Wednesday, September 17, 2008, for clarification on the above statement. PSBA suggested the statement read “all votes on motions and resolutions shall be by oral roll call vote unless a voice vote is requested by the President or another Board member.” These changes will be made on the policy and distributed to the Board prior to the Regular Meeting scheduled for Tuesday, September 23, 2008.

8. The Board considered the recommendation of The Superintendent for Board approval of the second reading of revised School District Policy 007 Distribution.
9. The Board considered the recommendation of The Superintendent for Board approval of the second reading of revised School District Policy 008 Organization Chart.
10. The Board considered the recommendation of The Superintendent for Board approval of the second reading of revised School District Policy 011 Board Governance Standards/Code of Conduct.
11. The Board considered the recommendation of The Superintendent for Board approval of the first reading of revised School District Policy 100 Strategic Plan.
12. The Board considered the recommendation of The Superintendent for Board approval of the first reading of revised School District Policy 101 Mission Statement.
13. The Board considered the recommendation of The Superintendent for Board approval of the first reading of revised School District Policy 102 Academic Standards.
14. The Board considered the recommendation of The Superintendent for Board approval of the first reading of revised School District Policy 103 Nondiscrimination in School and Classroom Practices.
15. The Board considered the recommendation of The Superintendent for Board approval of the first reading of revised School District Policy 103 Attachment Complaint Form.

16. The Board considered the recommendation of The Superintendent for Board approval of the first reading of revised School District Policy 104 Nondiscrimination in Employment and Contract Practices.
17. The Board considered the recommendation of The Superintendent for Board approval of the first reading of revised School District Policy 104 Attachment Nondiscrimination in Employment and Contract Practices.
18. The Board considered the recommendation of The Superintendent for Board approval of the first reading of revised School District Policy 105 Curriculum Development.
19. The Board considered the recommendation of The Superintendent for Board approval of the first reading of revised School District Policy 105.1 Curriculum Review by Parents/Guardians and Students.
20. The Board considered the recommendation of The Superintendent for Board approval of the first reading of revised School District Policy 105.2 Exemption from Instruction.
21. The Board considered the recommendation of The Superintendent for Board approval of the first reading of revised School District Policy 106 Guides for Planned Instruction.
22. The Board considered the recommendation of The Superintendent for Board approval of the first reading of revised School District Policy 107 Adoption of Planned Instruction.
23. The Board considered the recommendation of The Superintendent for Board approval of the first reading of revised School District Policy 108 Adoption of Textbooks.
24. The Board considered the recommendation of The Superintendent for Board approval of the first reading of revised School District Policy 109 Resource Materials.
25. The Board considered the recommendation of The Superintendent for Board approval of the first reading of revised School District Policy 110 Instructional Supplies.
26. The Board considered the recommendation of The Superintendent for Board approval of the first reading of revised School District Policy 301 Creating a Position.
27. The Board considered the recommendation of The Superintendent for Board approval of the first reading of revised School District Policy 302 Employment of Superintendent and Assistant Superintendent.
28. The Board considered the recommendation of The Superintendent for Board approval of the first reading of revised School District Policy 304 Employment of District Staff.
29. The Board considered the recommendation of The Superintendent for Board approval of the first reading of revised School District Policy 305 Employment of Substitutes.
30. The Board considered the recommendation of The Superintendent for Board approval of the first reading of revised School District Policy 306 Employment of Summer School Staff.
31. The Board considered the recommendation of The Superintendent for Board approval of the first reading of revised School District Policy 307 Student Teachers/MAT Interns.

32. The Board considered the recommendation of The Superintendent for Board approval of the first reading of revised School District Policy 308 Employment Contract/Board Resolution.
33. The Board considered the recommendation of The Superintendent for Board approval of the first reading of revised School District Policy 309 Assignment and Transfer.
34. The Board considered the recommendation of The Superintendent for Board approval of the first reading of revised School District Policy 310 Abolishing a Position.
35. The Board considered the recommendation of The Superintendent for Board approval of the first reading of revised School District Policy 606 Tax Collection.
36. The Board considered the recommendation of The Superintendent for Board approval of the first reading of revised School District Policy 607 Tuition Income.
37. The Board considered the recommendation of The Superintendent for Board approval of the first reading of revised School District Policy 608 Bank Accounts.
38. The Board considered the recommendation of The Superintendent for Board approval of the first reading of revised School District Policy 609 Investment of District funds.
39. The Board considered the recommendation of The Superintendent for Board approval of the first reading of revised School District Policy 610 Purchases Subject to Bid/Quotation.
40. The Board considered the recommendation of The Superintendent for Board approval of the first reading of revised School District Policy 611 Purchases Budgeted.
41. The Board considered the recommendation of The Superintendent for Board approval of the first reading of revised School District Policy 612 Purchases Not Budgeted.
42. The Board considered the recommendation of The Superintendent for Board approval of the first reading of revised School District Policy 613 Cooperative Purchasing.
43. The Board considered the recommendation of The Superintendent for Board approval of the first reading of revised School District Policy 614 Payroll Authorization.
44. The Board considered the recommendation of The Superintendent for Board approval of the first reading of revised School District Policy 615 Payroll Deductions.
45. The Board considered the recommendation of The Superintendent for Board approval of the first reading of revised School District Policy 616 Payment of Bills.
46. The Board considered the recommendation of The Superintendent for Board approval of the first reading of revised School District Policy 617 Petty Cash.
47. The Board considered the recommendation of The Superintendent for Board approval of the first reading of revised School District Policy 618 Student Activity Funds.
48. The Board considered the recommendation of The Superintendent for Board approval of the first reading of revised School District Policy 619 District Audit.
49. The Board considered the recommendation of The Superintendent for Board approval of the first reading of revised School District Policy 621 Local Taxpayer Bill of Rights.

50. The Board considered the recommendation of The Superintendent for Board approval of the first reading of revised School District Policy 622 GASB Statement 34.
51. The Board considered the recommendation of The Superintendent for Board approval of the first reading of revised School District Policy 624 Taxable Fringe Benefits.
52. The Board considered the recommendation of The Superintendent for Board approval of the first reading of revised School District Policy 626 Federal Fiscal Compliance.
53. The Board considered the recommendation of The Superintendent for Board approval of the first reading of revised School District Policy 626AR Federal Fiscal Compliance.
54. The Board considered the recommendation of The Superintendent for Board approval to submit the Strategic Plan to the Pennsylvania Department of Education for the mandated areas of the Strategic Plan to include Special Education, Student Services (chapter 12), Curriculum, Assessment, Professional Development, New Teacher Induction, Graduation Requirements, and Technology. This document was available for public review on the South Fayette School District website, in the South Fayette Township Library, and in the Central Administration office beginning July 23, 2008.

Dr. Hippert indicated the Administration will continue to work on the sections of the Strategic Plan that are not mandated by the state. Once the Board approves the Strategic Plan it will be placed on the school district website.

Expenditures

Submitted for Board review to be approved at the Regular Board Meeting.

SUSPENSION OF BUSINESS TO HEAR FROM VISITORS

The Board will hear comments from visitors. The time limit of comments will not exceed three (3) minutes and must relate to items on the Agenda. The Board will not respond to questions during this session, but will only hear public comment. (As per revised Policy 006 – Meetings” adopted May 23, 2006)

Gina Duncan – Saddlewood Drive – as the PTA President she encouraged those Board Members who are not currently members of the PTA to join. The PTA is a vital part of the School District and provides over 35 programs; they currently have approximately 600 members.

Tom Frost – Forest Glen Court – representing the South Fayette Youth Football G19 league had approached Mr. Manzini to use the fields for the G19 Championship Games scheduled for November 1, 2008, and to use the fields for practices prior to the championship. This is our year to host the event and we have the potential to have 15-16 teams at each level; this could be a major fundraiser. It would be approximately 8 years before we would have the opportunity to host again. Mr. Frost had indicated that Mr. Manzini said he could not commit to the request in case our football and/or soccer teams would be in the playoffs. The request to use the facilities to practice was denied due to possible inclement weather. Dr. Hippert responded should the South Fayette teams make the playoffs; the school teams have first rights to use the facilities. Dr. Hippert informed Mr. Frost that she would check with Mr. Manzini as to why the request to use the field for practice was denied and someone from the District would be in touch with him.

Smith seconded Morelli to adjourn the meeting at 9:41 p.m.

Voice Vote – All Yes

The Board entered into Executive Session to discuss personnel.

William Newcomer, Board President

Ruth Bell, Board Secretary