

HAMBURG AREA SCHOOL DISTRICT
Hamburg, Berks County, PA 19526-0401

June 17, 2024

The meeting of the Board was called to order by President, Ryan Gebely at 6:30 p.m. This meeting was held in the James A. Gilmartin Community Room of Hamburg Area high school.

A roll call of directors followed, and the following directors were present:

Carson Adams, Thomas DeAngelo, Ryan Gebely, Steven Gilbert, Laura “Lolly” Leshner, Toni McFadden Birgit White

Absent – Tonia Krick, Daniel Sarna

There were seven directors present at the meeting when roll call was taken.

OTHERS PRESENT

Richard Mextorf, Superintendent; Michele Zimmerman, Business Manager; Teresa Freiwald, Chief Learning Officer; Chris Beisel, High School Principal; Alyssa Fink, High School Assistant Principal; Tim Easter, Middle School Principal; Ryan McGinley, Middle School Assistant Principal, Rob Marra, Student Services and Special Education Director; Elaine Ruppert, Facilities Director; James Mancuso, District Solicitor; Cindy Sunday, Board Secretary; Visitors – Tonya Cruz, Marcy Donatelli, Adam Bertschy, Matt Bertschy, Erik Shinton

Pledge to the Flag

Following the pledge to the flag Mr. Gebely announced the board met int Executive Session prior to this meeting to discuss personnel.

IV. Approval of previous meeting minutes May 20 and June 3, 2024

A motion was made by Birgit White, seconded by Carson Adams to approve the minutes as written.

A roll call voice vote on the motion was taken as follows:

Yes - Carson Adams, Thomas DeAngelo, Steven Gilbert, Laura “Lolly” Leshner, Toni McFadden, Birgit White, Ryan Gebely

No - None

Motion carried with seven directors voting yes.

V. Public Comments

Mr. Gebely asked for public comments. There were no comments.

VI. Board Reports

- A. Berks E.I.T. Committee – Ms. Zimmerman
- B. Joint Operating Committee – Mr. DeAngelo
- C. Committee on Legislative Action – Mrs. McFadden

- D. Intermediate Unit – Mr. Gebely
- E. Student Council – Miss Morgan Lutz or Miss Kayla Rogers
- F. President – Mr. Gebely

VII. **Report of the Business Manager**

- A. Recommend approval of the 2024-2025 General Fund Final budget in the amount of \$56,717,670 (see Exhibit XXVIe-53)

A motion was made by Laura “Lolly” Leshner, seconded by Birgit White to approve the 2024-2025 General Fund Budget in the amount of \$56,717,670.

A roll call voice vote on the motion was taken as follows:

Yes - Carson Adams, Thomas DeAngelo, Steven Gilbert, Laura “Lolly” Leshner, Toni McFadden, Birgit White, Ryan Gebely

No - None

Motion carried with seven directors voting yes.

- B. Recommend approval of the 2024-2025 Real Estate tax resolution (see Exhibit XXVIe-54)

A motion was made by Toni McFadden, seconded by Laura “Lolly” Leshner to approve the 2024-2025 Real Estate Tax Resolution.

A roll call voice vote on the motion was taken as follows:

Yes - Carson Adams, Thomas DeAngelo, Steven Gilbert, Laura “Lolly” Leshner, Toni McFadden, Birgit White, Ryan Gebely

No - None

Motion carried with seven directors voting yes.

- C. Recommend approval of the 2024-2025 Homestead/Farmstead resolution (see Exhibit XXVIe-55)

A motion was made by Birgit White, seconded by Carson Adams to approve the 2024-2025 Homestead/Farmstead Resolution.

A roll call voice vote on the motion was taken as follows:

Yes - Carson Adams, Thomas DeAngelo, Steven Gilbert, Laura “Lolly” Leshner, Toni McFadden, Birgit White, Ryan Gebely

No - None

Motion carried with seven directors voting yes.

- D. Recommend approval of the 2024-2025 Facilities Use Fee Schedule (see Exhibit XXVIe-56)

A motion was made by Laura “Lolly” Leshner, seconded by Carson Adams to approve the 2024-2025 Facilities Use Fee Schedule.

A roll call voice vote on the motion was taken as follows:

Yes - Carson Adams, Thomas DeAngelo, Steven Gilbert, Laura “Lolly” Leshner, Toni McFadden, Birgit White, Ryan Gebely

No - None

Motion carried with seven directors voting yes.

- E. Recommend approval of the 2024-2025 property and liability insurance renewals with CM Regent and Travelers Insurance in the amount of \$154,492
- F. Recommend approval of the 2024-2025 volunteer accident insurance in the amount of \$500
- G. Recommend approval of the 2024-2025 workers’ compensation insurance renewal in the amount of \$175,501
- H. Recommend approval of the 2024-2025 life and accidental death and dismemberment coverage with One America at a rate of \$.078/\$1000 coverage for an approximate cost of \$15,647
- I. Recommend approval of the 2024-2025 long term disability coverage with Equitable at the rate of \$.138/\$1000 for an approximate cost of \$3,200

A motion was made by Thomas DeAngelo, seconded by Laura “Lolly” Leshner to approve the 2024-2025 property and liability insurance renewals with CM Regents and Travelers Insurance in the amount of \$154,492; and the 2024-2025 volunteer accident insurance in the amount of \$500; approval of the 2024-2025 workers’ compensation insurance renewal in the amount of \$175,501; recommend approval of the 2024-2025 life and accidental death and dismemberment coverage with One America at a rate of \$.078/\$1000 coverage for an approximate cost of \$15,647; Recommend approval of the 2024-2025 long term disability coverage with Equitable at the rate of \$.138/\$1000 for an approximate cost of \$3,200.00

A roll call voice vote on the motion was taken as follows:

Yes - Carson Adams, Thomas DeAngelo, Steven Gilbert, Laura “Lolly” Leshner, Toni McFadden, Birgit White, Ryan Gebely

No - None

Motion carried with seven directors voting yes.

- J. Recommend approval of the 2024-2025 Custodial Supplies bid (see Exhibit XXVle-57)

A motion was made by Birgit White, seconded by Toni McFadden to approve the 2024-2025 Custodial Supplies Bid.

A roll call voice vote on the motion was taken as follows:

Yes - Carson Adams, Thomas DeAngelo, Steven Gilbert, Laura "Lolly" Leshner, Toni McFadden, Birgit White, Ryan Gebely

No - None

Motion carried with seven directors voting yes.

- K. Recommend approval of the 2024-2025 Confidential Salaries (see Exhibit XXVle-58)

A motion was made by Thomas DeAngelo, seconded by Toni McFadden to approve the 2024-2025 Confidential Salaries presented.

A roll call voice vote on the motion was taken as follows:

Yes - Carson Adams, Thomas DeAngelo, Steven Gilbert, Laura "Lolly" Leshner, Toni McFadden, Birgit White, Ryan Gebely

No - None

Motion carried with seven directors voting yes.

- L. Recommend approval of the 2024-2025 through 2027-2028 Athletic Salary Schedule (see Exhibit XXVle-59)

A motion was made by Laura "Lolly" Leshner, seconded by Carson Adams to approve the 2024-2025 through 2027-2028 Athletic Salary Schedule.

A roll call voice vote on the motion was taken as follows:

Yes - Carson Adams, Thomas DeAngelo, Steven Gilbert, Laura "Lolly" Leshner, Toni McFadden, Birgit White, Ryan Gebely

No - None

Motion carried with seven directors voting yes.

- M. Recommend approval of a five year lease in the amount of \$12,192/year with Vantage Financial for Promethean active panel displays

A motion was made by Birgit White, seconded by Laura “Lolly” Leshner to approve a five year lease in the amount of \$12,192/year with Vantage Financial for Promethean active panel displays

A roll call voice vote on the motion was taken as follows:

Yes - Carson Adams, Thomas DeAngelo, Steven Gilbert, Laura “Lolly” Leshner, Toni McFadden, Birgit White, Ryan Gebely

No - None

Motion carried with seven directors voting yes.

- N. From the Capital Reserve Fund, recommend approval of the HS Track Resurfacing proposal from American Athletic in the amount of \$486,400.(see Exhibit XXVle-60)

A motion was made by Toni McFadden, seconded by Carson Adams to approve from the Capital Reserve Fund the HS Track Resurfacing proposal from American Athletic in the amount of \$486,400.

A roll call voice vote on the motion was taken as follows:

Yes - Carson Adams, Thomas DeAngelo, Steven Gilbert, Laura “Lolly” Leshner, Toni McFadden, Birgit White, Ryan Gebely

No - None

Motion carried with seven directors voting yes.

- O. Recommend approval of Board Policy 913 – Nonschool Organizations/Groups/Individuals (see Exhibit XXVle-61)

A motion was made by Carson Adams, seconded by Laura “Lolly” Leshner to approve Board Policy 813 – Nonschool Organizations/Groups/Individuals

A roll call voice vote on the motion was taken as follows:

Yes - Carson Adams, Thomas DeAngelo, Steven Gilbert, Laura “Lolly” Leshner, Toni McFadden, Birgit White, Ryan Gebely

No - None

Motion carried with seven directors voting yes.

- P. Recommend approval to commit and assign fund balance in an amount to be determined later.
- Q. Recommend approval of the 2024-2025 Depository Institutions
 - 1. General Fund – M&T Bank, Tompkins Bank, Pennsylvania Local Government Investment Trust (PLGIT)
 - 2. Capital Reserve Fund – Pennsylvania School District Liquid Asset Fund (PSDLAF)
 - 3. Debt Service Fund – Tompkins Bank
 - 4. Food Service Fund – M&T Bank, PLGIT
 - 5. HS and MS Activity Funds – M&T Bank
- R. Recommend approval for the HASD Administration to pay certain 2024-2025 invoices in advance of Board of Director approval if delaying the payment would result in (1) a late charge or (2) students or staff missing an event. Payment of these invoices to be subject to ratification by the Board at the next applicable Board meeting.
- S. Recommend approval for the HASD Administration to enter 2023-2024 budgetary transfers necessitated by the annual single audit, with the said transfers to be subject to ratification by the Board at a later date.
- T. Recommend approval to utilize cooperative purchasing agreements including, but not limited to: CoStars, Keystone Purchasing Network (KPN), US Communities, Amazon Business, E&I Cooperative Services, The Interlocal Procurement Systems (TIPS), Sourcewell, and PEPPM.

A motion was made by Birgit White, seconded by Carson Adams granting approval to commit and assign fund balance in an amount to be determined later; to approve the 2024-20245 Depository Institutions:

- 1. General Fund – M&T Bank, Tompkins Bank, Pennsylvania Local Government Investment Trust (PLGIT)
- 2. Capital Reserve Fund – Pennsylvania School District Liquid Asset Fund (PSDLAF)
- 3. Debt Service Fund – Tompkins Bank
- 4. Food Service Fund – M&T Bank, PLGIT
- 5. HS and MS Activity Funds – M&T Bank

And Recommend approval from HASD Administration to pay certain 2024-2025 invoices in advance of Board of Directors approval if delaying payment would result in (1) a late charge or (2) student or staff missing an event. Payment of these invoices to be subject ratification at the next applicable bard meeting; Recommend HASD Administration to enter 2023-2024 budgetary transfers necessitated by the annual single audit, with said transfers to be subject to

ratification by the board at a later date; Recommend approval to utilize cooperative purchasing agreements including, but not limited to: CoStars, Keystone Purchasing Network (KPN), US Communities, Amazon Business, E&I Cooperative Services, The Interlocal Procurement Systems (TIPS), Sourcewell, and PEPPM.

A roll call voice vote on the motion was taken as follows:

Yes - Carson Adams, Thomas DeAngelo, Steven Gilbert, Laura "Lolly" Leshner, Toni McFadden, Birgit White, Ryan Gebely

No - None

Motion carried with seven directors voting yes.

VIII. Report of the Superintendent

- A. Recommend approval of the General Fund Treasurer's Report (see Exhibit XXVle-62)
- B. Recommend approval of the General Fund and Arbiter invoices submitted for payment (see Exhibit XXVle-63)
- C. Recommend approval of Food Service Profit and Loss Statement and invoices submitted for payment (see Exhibit XXVle-64)
- D. Recommend approval of the Capital Reserve Treasurer's Report and invoices submitted for payment (see Exhibit XXVle-65)
- E. Recommend approval of the Debt Service Treasurer's Report (see Exhibit XXVle-66)
- F. Recommend approval of the High School and Middle School Activity Funds Treasurer's Reports and invoices submitted for payment (see Exhibit XXVle-67)
- G. Recommend approval of disposal items presented on detailed listing (see Exhibit XXVle-68)
- H. Ratify addendum with Education Staffing Solutions (ESS) effective July 1, 2024, through June 30, 2028. No change in rates. (see Exhibit XXVle-69)

A motion was made Laura "Lolly" Leshner, seconded by Troni McFadden to approve the General Fund Treasurer Report and invoices in the amount of \$1,861,646.91 (check numbers 0000081464 – 0000081565 and D001003628 – D001003759) and Arbiter pay in the amount of \$178.50; Food Service Profit and Loss Statement, Food service Treasurer Report and checks in the amount of \$101,350.92 (Check numbers 0000008614 – 0000008666 and D000000709 – D000000722; Capital Reserve Treasurer Report and check in the amount of \$37,800 (check number 00000001336); Debt service Treasurer Report; High School Activity Fund Treasurer Report and checks in the amount of \$38,794.85 (check numbers (0000013638 – 0000013721); Middle School Activity Fund Treasurer Report and checks in the amount of \$9,084.04 (check numbers

0000004120 – 00000004129); High School Activity Fund balances, Middle School Activity Fund balances; Disposal Items and Addendum to ESS Agreement.

A roll call voice vote on the motion was taken as follows:

Yes - Carson Adams, Thomas DeAngelo, Steven Gilbert, Laura “Lolly” Leshner, Toni McFadden, Birgit White, Ryan Gebely

No - None

Motion carried with seven directors voting yes.

I. First review of the following position descriptions:

1. School Board Secretary
2. Executive Assistant to the Superintendent

J. Request approval of the following position descriptions:

1. Director, Operations (See Exhibit XXVle-70)
2. Director, Information Technology (see Exhibit XXVle-71)
3. Network Systems Specialist (see Exhibit XXVle-72)
4. Technology Support Specialist (see Exhibit XXVle-73)
5. Information Security Coordinator (see Exhibit XXVle-74)
6. Special Education Coordinator (see Exhibit XXVle-75)

K. Acknowledgement of the following separations:

1. Katelynn Cornell – Assistant Coach, Middle School Track
 - Effective 05/31/2024
2. Zena Lutz – Head Coach, Varsity Softball
 - Effective 05/31/2024
3. Audrey Arms – School Counselor, For retirement purposes
 - Effective 06/03/2024
4. Brianna Denniston – Assistant Coach, High School Track
 - Effective 06/10/2024

L. Recommend approval of the following Administrative staff:

1. Shawn Gravish – Director of Operations
 - Effective 07/01/2024
 - Annual salary: \$135,000
2. John Henne – Assistant Principal, Middle School
 - Replacing Ryan McGinley
 - Effective 07/01/2024
 - Annual salary: \$82,500
3. Alyssa Fink – Assistant Principal, High School
 - Effective 07/01/2024

- Compensation adjustment: \$90,000
- 4. Matthew Bertschy – Director, Transportation
 - Effective 07/01/2024
 - Compensation adjustment: \$76,500

M. Recommend approval of the following Professional staff:

1. Kristin Newpher – Special Education Coordinator
 - Effective 08/19/2024
 - Will remain on current salary scale/step
 - Approved to work up to 10 additional days during the summer at per diem rate of pay

N. Recommend approval of the following Support staff:

1. Kate Crider – Technology Assistant (summer help)
 - Effective 07/01/2024 – 08/16/2024
 - Hourly rate: \$13.34 / 7.5 hours per day
2. Ian Moyer – ESY Junior Counselor
 - Effective 07/15/2024 – 07/26/2024
 - Hourly rate: \$13.34
3. Pamela Newman – Paraeducator
 - Replacing Courtney Burkey
 - Effective 08/19/2024
 - Hourly rate: \$13.34 / 7 hours per day
 - Qualification: BCIU Paraeducator Certification

O. Recommend approval of the following Confidential staff:

1. Than Wright - Information Security Coordinator
 - Effective 07/01/2024
 - Annual Compensation: \$80,000
2. Erik Shinton - Network Systems Specialist?
 - Replacing Matthew Bertschy
 - Effective 07/01/2024
 - Annual Compensation: \$60,000

P. Recommend approval of the following Extra-curricular staff:

1. Jason Dusko – Stage Manager
 - Replacing Matthew Bertschy
 - Effective 07/01/2024
 - Stipend: \$2,000
2. Anna Heitman – Color Guard
 - Replacing Cena Lindenmuth
 - Effective 07/01/2024
 - Stipend: \$1,500
3. Nathan Rothermel – Musical Choreographer

- Replacing Cheryl Bucheit
- Stipend: \$1,000
- Effective 07/01/2024

A motion was made by Birgit White, seconded by Thomas DeAngelo to approve Job Descriptions, Administrative Staff, Professional Staff, Support Staff, Confidential Staff and Extra-curricular staff presented.

A roll call voice vote on the motion was taken as follows:

Yes - Carson Adams, Thomas DeAngelo, Steven Gilbert, Laura “Lolly” Leshner, Toni McFadden, Birgit White, Ryan Gebely

No - None

Motion carried with seven directors voting yes.

IX. Information Items

A. May 2024 Board Summary Report

X. Dates to Remember

| Month | Day | Event | Time |
|-------|-----|---------------|-----------|
| July | 15 | Board Meeting | 6:30 p.m. |

Mr. Gebely stated that this was the last board meeting for Dr. Mextorf and Cindy Sunday. He thanked them for their years of service and presented Dr. Mextorf with his picture to be placed on the wall in the JAG room with the previous superintendents.

XI. Adjournment

A motion was made Thomas DeAngelo, seconded by Steven Gilbert to adjourn the meeting at 6:59 p.m. Motion carried.

MINUTES APPROVED ON
July 15, 2024

RECORDED BY

Ryan J. Gebely

Cynthia A. Sunday