

MINUTES
AGENDA MEETING OF THE BALDWIN-WHITEHALL BOARD OF SCHOOL
DIRECTORS
BALDWIN-WHITEHALL SCHOOL DISTRICT

Wednesday, May 3, 2017

The Baldwin-Whitehall Board of School Directors met on Wednesday, May 3, 2017 at 7:30 p.m. at the Central Administration Office for their Agenda Meeting. There was an Executive Session at 6:30 p.m. to discuss personnel.

THE FOLLOWING BOARD MEMBERS WERE PRESENT:

Ms. Karen Brown
Dr. Anthony DiCesaro
Mr. Dan Knezevich
Mrs. Tracy Macek
Mr. Louis Rainaldi, Jr.
Mr. Martin Schmotzer
Mr. David Solenday
Ms. Janice Tarson

Mr. Elliot Rambo was not present.

Administrators in Attendance:

Dr. Randal Lutz, Ms. Denise Sedlacek, Mr. Mark Cherpak, Dr. Janeen Peretin, and Solicitor, Ms. Lisa Colautti.

Student Board Representatives present:

Corina Pittman, Avery Greenaway, and Nathan Hobson.

1.0 Call to Order

Ms. Karen Brown, Board President, called the meeting to order.

2.0 Pledge of Allegiance

3.0 Roll Call

Theanita Hampsay, Board Secretary, called the roll.

4.0 Mission Statement of School District

Ms. Tarson read the Mission Statement.

The Baldwin-Whitehall School District is committed to the promotion of excellence through a system of traditional values, a quality educational program, and a world of opportunities.

5.0 Student Board Representative Comments

Nathan Hobson spoke about the mock crash at Baldwin High School. Avery Greenaway spoke about the upcoming Advanced Placement and Keystone tests at Baldwin High School.

6.0 Superintendent Report

6.1 Dr. Randal A. Lutz

Dr. Lutz spoke about the mock crash at Baldwin High School and the positive community involvement in this event. He said that the Bullying Task Force meeting will take place either on May 22 or May 23 and a letter will be sent to all members chosen for the task force. He also spoke about the Special Olympics event that will take place next weekend at the high school. Dr. Lutz spoke about the SHASDA Student Awards Program this past weekend where students Laura Harper and Justin Wright were honored.

7.0 Board President Remarks

7.1 Ms. Karen Brown, Board President

Ms. Brown said that the Audit and Finance Committee and Athletics and Student Activities Committee meetings are cancelled for next Wednesday, May 10, 2017, but the Community Development and Advancement Committee meeting will still be held.

8.0 Presentation

8.1 2017-2018 Proposed Final Budget - Mr. Mark Cherpak

Mr. Cherpak explained the Proposed Final Budget in detail. He spoke about staffing, salary benefits, historical data related to millage and assessed values, a summary of the 2017-2018 budget information, and an updated 5-year scenario analysis with both changes in the millage increase as well as elimination of a millage increase. He explained that as Administration gets more information, the 2017-2018 Proposed Final Budget will change.

Dr. Lutz spoke about enrollment and staffing in detail.

Mr. Schmotzer asked what the deficit is in the 2017-2018 Proposed Final Budget.

Mr. Cherpak said the proposed budget deficit is \$1,679,084.00

Mr. Schmotzer spoke about budget projections, Plan Con money, and additional revenues found in the 2016-2017 budget.

Dr. Lutz said that the Plan Con money, increased delinquent tax revenue, and additional transportation savings were all part of the additional money in the 2016-2017 budget.

Mr. Rainaldi asked if there were any program cuts in the 2016-2017 budget.

Dr. Lutz said that there were adjustments to programs, but no cuts in the 2016-2017 budget.

Mrs. Macek spoke about the Plan Con money in the 2016-2017 budget. She said that the Board was not able to balance the 2016-2017 budget with the Plan Con money because they were not sure that the District was going to receive it. Mrs. Macek also had specific questions regarding several line items in the budget books that Administration provided to the Board.

Mr. Schmotzer spoke about State money that the District will receive for the 2017-2018 school year. He explained that the Proposed Final Budget is based on numbers that the State has not set or finalized yet.

Dr. DiCesaro said that the Board is doing the best that they can with the information that is given to them by the State. He said that having extra money left over in the budget from last year is a positive thing for the District.

Mr. Knezevich spoke about the capital improvement budget and upcoming capital improvement projects that need to be done within the District.

Mr. Schmotzer said that prior School Boards did not raise taxes for eight years and built the fund balance up to \$15,000,000.00. He also said that prior School Boards had never denied Administration any capital improvement requests.

Mr. Knezevich spoke about the fund balance.

Mrs. Macek said that the prior School Boards did not follow a capital improvement plan.

Mr. Cherpak said that this 2017-2018 Proposed Final Budget may change as updated information becomes available.

Mr. Schmotzer asked Mr. Cherpak how Administration arrived at a millage rate of 19.61.

Mr. Cherpak said that Administration increased the millage to 19.61 to get the District back to the same level as the year after the tax assessments were completed.

Mrs. Macek wanted to know what the 2017-2018 Proposed Final Budget would look like without a tax increase.

Mr. Cherpak said that if the taxes were not increased, the deficit would increase to \$2,300,000.00.

Mr. Knezevich had specific line item questions from the budget book. He asked to see the Athletic Department detailed budget.

Mr. Cherpak said that he would get the Athletic Department budget for the Board.

Mrs. Macek also asked for clarification on specific line items from the budget book. Mr. Cherpak answered her questions, and she thanked Mr. Cherpak for the well-put together information in the budget book.

Ms. Brown said that Administration will be looking for ways to decrease the deficit in the 2017-2018 Proposed Final Budget, and she feels that the District is moving in the right direction.

9.0 Education and Instruction

9.1 BWSL Successes - Ms. Denise Sedlacek

Ms. Sedlacek presented the Board with their invitation to the Special Olympic Games that will take place at Baldwin High School this upcoming weekend.

9.2 Technology - 1:1 Initiative

Dr. Peretin was present for questions related to the purchase of chrome books for the high school students as part of the 1:1 Technology Initiative.

Mr. Rainaldi asked Dr. Peretin to explain the timeline for ordering the chrome books once the purchase is approved by the Board. He asked if the cost of the chrome books was included in the 2017-2018 Proposed Final Budget.

Dr. Lutz said that the 2017-2018 Proposed Final Budget does reflect the purchase of the chrome books. Dr. Lutz said that Administration wants to make sure that the Board is still on board with the 1:1 Technology Initiative and would like to find out how the Board would like to proceed with the purchase of these devices.

Dr. Peretin said that it would be difficult to put this order out as late as July and be ready for the first day of the 2017-2018 school year.

Mr. Rainaldi said that he is glad that the District is moving in this direction. He spoke about the budgeted funds to move forward with this purchase as well as information technology staffing to ensure that the students would have support.

Dr. Peretin said that Administration would like to look at implementing a Student Help Desk to help with the support of the new devices.

Mr. Rainaldi said that he supports the idea of a Student Help Desk as well as moving forward with the chrome book purchase.

Dr. Lutz spoke about safeguarding the District against damage, as well as replacement, and how Administration plans to factor those safeguards into the program.

Mr. Rainaldi asked if there would be charging stations available at the high school for the students.

Dr. Peretin said that there will be charging stations at the high school for the students.

Mr. Rainaldi spoke about the plan to implement G Suite.

Ms. Brown said that this Board committed to a 4-year plan, and it is nice to see that plan moving forward.

Mr. Knezevich asked about protective covers for the chrome books.

Ms. Sedlacek commended Dr. Peretin for her work and research in developing the Technology 1:1 Initiative plan.

Dr. Lutz spoke about the various ways to move forward with the purchase of the chrome books. He explained that these can be purchased through the State purchase list or by using a request for proposal process.

Ms. Brown said that Administration should bring a proposal to the Board next week for approval.

Mr. Schmotzer said that with large purchase items such as this, the Board should use both the State list as well as a request for proposal.

Mrs. Macek asked if there was any grant money available.

Dr. Peretin said that she is not aware of any grant money.

Ms. Brown said that she would like to see this on the agenda for a vote next week.

Mr. Rainaldi agreed with Ms. Brown and said that he would like to see this move forward for a vote next week.

Mr. Knezevich spoke about the policy requiring the Board to use both the State list as well as request for proposal.

Dr. Lutz read District Policy 610 Purchases Subject to Bid Quotation.

Ms. Colautti said that technology bids are not required by law to have a competitive bid.

Ms. Brown asked Dr. Peretin how many did she receive.

Dr. Peretin said there have been around six bids received.

Mrs. Macek said that the solicitor has given her recommendation that the Board is not violating their own policy by moving forward based on the six quotes that Dr. Peretin has obtained.

Mr. Schmotzer explained that Dr. Peretin has six quotes, but does not have six bids and he feels that the combination of both a request for proposal as well as cooperative pricing should be used to move forward with the chrome book purchase.

Ms. Brown asked Administration to provide the Board with comparison information based on the quotes that they have already, and if there is a need to put out a request for proposal at that time, they can do so.

Mr. Knezevich asked what the request for proposal process entails.

Mr. Cherpak said the request for proposal must be advertised in two publications for three weeks and explained that there are costs for the request for proposal.

Ms. Tarson spoke about the existing quotes and the process for using the request for proposal.

Ms. Brown took a straw vote to see if the Board wanted the Technology - 1:1 Initiative item on the agenda for a vote next week. The Board voted in favor of putting this item on the agenda for a vote on May 10, 2017.

Mr. Schmotzer spoke about the difference between cooperative bids and request for proposals.

Ms. Sedlacek spoke about how she and Dr. Peretin will be attending the Pittsburgh Personalized Learning Consortium where the District will receive a grant to look at personalized learning.

9.3 World Language Textbooks

This supports the alignment of the District's curriculum review cycle.

Recommendation: The Administration recommends that the Board approve the purchase of World Language Textbooks and Materials for French, German, and Spanish Grades 7-12 according to the attached cost proposals and quote at a total cost of \$71,473.36.

No discussion.

9.4 Achieve 3000 for Differentiated Literacy Solution Packages

Recommendation: The Administration recommends that the Board approve the purchase of Achieve 3000 for Differentiated Literacy Solution Packages in the amount of \$30,348.00 according to the attached quote for a subscription period of August 1, 2017 through June 30, 2020.

No discussion.

9.5 Affiliation Agreement - Duquesne University

Recommendation: The Administration recommends that the Board approve the Affiliation Agreement between the Baldwin-Whitehall School District and Duquesne University for Student Teaching according to the attached agreement effective for a period of five (5) years, June 1, 2017 to June 1, 2022.

No discussion.

9.6 Agreement - Dr. Gertrude A. Barber Center, Inc.

Recommendation: The Administration recommends that the Board approve the Agreement between the Baldwin-Whitehall School District and Dr. Gertrude A. Barber Center for educational services for a student according to the attached agreement, effective May 3, 2017 through June 7, 2017.

No discussion.

9.7 Agreement - The Children's Institute of Pittsburgh

Recommendation: The Administration recommends that the Board approve the Agreement between the Baldwin-Whitehall School District and The Children's Institute of Pittsburgh to provide services to a student beginning June 28, 2017 through July 27, 2017 under the terms and conditions of the attached agreement.

No discussion.

9.8 Agreement - Bmarc School of Driving

Recommendation: The Administration recommends that the Board approve the Agreement between the Baldwin-Whitehall School District and Bmarc School of Driving to provide services for driving instruction to the students of the District from July 1, 2017 through June 30, 2018.

Mr. Rainaldi asked if this service was available to any student once they become 16 years old.

Dr. Lutz said that the service is available to students, but they must be students at Baldwin High School and cannot be students that attend other programs or schools.

Mr. Schmotzer said that Bmarc does a tremendous job.

10.0 Business and Finance

10.1 Agreements - Substitute Teacher Service

Recommendation: The Administration recommends that the Board approve the Agreement, Agreement Addendum, and Lease Agreement between the Baldwin-Whitehall School District and Substitute Teacher Service (STS) according to the attached agreements effective July 1, 2017 through June 30, 2019.

No discussion.

10.2 School Physician Proposal

The rate is the same as last year.

Recommendation: The Administration recommends that the Board approve the proposal for school physicians for the 2017-2018 school year with Steel City South Pediatrics, Inc. 3911 Saw Mill Run Boulevard, Pittsburgh, PA 15227, at \$30.00 per student encountered and \$150.00 per hour for medical consultation.

No discussion.

10.3 Donations - MK63444 Fund (Student Lunch Account)

Recommendation: Resolved, that the Board of School Directors accept the following donations to the MK63444 Fund from the following donors in the total amount of \$450.00: Cottrill Arbutina Associates PC - \$250.00 Quality Services Incorporated - \$100.00 Frombach Consulting LLC - \$100.00

Mr. Schmotzer thanked Administration for working with him on the Student Lunch Account Fund. He said that this fund has cut the debt in half as compared to last year.

10.4 Donation - Lowe's Home Improvement

Recommendation: Resolved, that the Board of School Directors accept a donation from Lowe's Home Improvement, 5775 Baptist Road, Bethel Park, Pa 15102 of lumber with a retail value of \$134.84 used for Family Steam Night on March 16, 2017.

No discussion.

11.0 Unfinished Business

11.1 Policy 202 Eligibility of Nonresident Students - 2nd Reading

11.2 Policy 206 Assignment Within District - 2nd Reading

11.3 Policy 317 Conduct/Disciplinary Procedures - Administrative Employees - 2nd Reading **Policy 417 Conduct/Disciplinary Procedures - Professional Employees - 2nd Reading** **Policy 517 Conduct/Disciplinary Procedures - Classified Employees - 2nd Reading**

11.4 Policy 606 Tax Collection - 2nd Reading

11.5 Policy 621 Local Taxpayer Bill of Rights - 2nd Reading

Dr. Lutz said that he will bring all of the above policies, 11.1 through 11.5, forward for a Board vote next week.

No discussion.

Mr. Schmotzer spoke about the upcoming Special Olympics event at Baldwin High School. Mr. Schmotzer spoke about the newly hired football coach and said that this new coach deserves full support of the entire community.

Mr. Knezevich said that he agrees with Mr. Schmotzer that the community should be supporting the new football coach.

12.0 New Business

12.1 Copy Center Services

Ms. Tarson said that she asked for this item to be placed on the agenda. She explained that in the past, the Copy Center has done services for outside booster groups and organizations, but with the new company these services will no longer be offered. She would like the District to reconsider that decision and allow outside booster groups and organizations to continue to have access to these services.

Dr. Lutz said that Administration will proceed as directed by the Board. He explained that previously charged fees only covered the cost of paper and toner. He explained that those fees did not factor in employee time to complete the job. His recommendation to the Board would be to set limitations as far as complexity of jobs, as well as factor in time.

Ms. Tarson said that the District should consider allowing these services for their internal groups and organizations.

Mrs. Macek agreed with Ms. Tarson that the Board should consider keeping these services available and asked that Administration look at setting limitations and increasing fees to cover all costs. She would like Administration to explore those areas and bring a proposal back to the Board.

Ms. Brown asked the Board if they would like this item to be explored further or if they would like to eliminate these services at the start of the 2017-2018 school year.

Mr. Schmotzer asked if this service cut was a result of the new contract. He said that this should be reconsidered for groups directly related to the educational process.

Dr. Lutz said that based on the reduction of one full time employee as set by the contract, the District decided to limit the outside groups from using the services.

The Board asked Administration to take a closer look and bring back a proposal that would keep these services available to outside booster groups and organizations.

12.2 Appointment of Treasurer

Recommendation: RESOLVED, that the Board appoint Mark Cherpak, Business Manager, as Treasurer for the Baldwin-Whitehall School District, effective July 1, 2017 through June 30, 2018.

No discussion.

12.3 Appointment of Board Secretary

Permanent Organizations (Sections 403, 404) In districts of the first class and first class A (Philadelphia and Pittsburgh) the school directors create the permanent organization by electing their officers, including a board secretary who may not be a member of the board. In all other districts, the school board secretary is elected for a four-year term during May of the year the term expires (1993, 1997, 2001, 2005, etc.). The new term begins on July 1. When vacancies are filled, the new secretary serves for the remainder of the unexpired term.

Recommendation: RESOLVED, that the Board appoint Theanita Hampsay as Board Secretary effective July 1, 2017 through June 30, 2021 (four-year term).

No discussion.

13.0 Solicitor Report**13.1 Solicitor Report**

No report.

14.0 Resident Comments**14.1 Name and address should be clearly stated.**

Mandy Mangan, 631 Jenne Drive, spoke about Whitehall Elementary School Teachers, Ms. Angela Siler and Ms. Karen Feitl. She said that they did an outstanding job with Read Across America and commended them for all of their hard work. She said that these two teachers go above and beyond every day for the students at Whitehall Elementary School.

15.0 Matters of Information - Superintendent**15.1 Dr. Randal A. Lutz**

Mr. Knezevich asked that Administration put the mock crash on the website.

Dr. Lutz said that Ms. Siler and Ms. Feitl do a wonderful job with Read Across America in getting community members involved as volunteer readers.

16.0 Adjournment

16.1 On motion by Mrs. Macek, which was seconded by Ms. Tarson, and duly carried by unanimous vote, the meeting was adjourned at 10:14 p.m.

Recognized Visitors

See "Visitors List" attached to record set of minutes.



Theanita Hampsay
Board Secretary

