

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

**June 3, 2019**

The Committee-of-the Whole meeting of the Board of Directors of the Hamburg Area School District was called to order by President, Brian R. Specht, at 6:35 p.m. in the James A. Gilmartin Community Room of the Hamburg Area High School, Windsor Street, Hamburg, Pennsylvania.

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

Bradley R. Faust, Leon J. Grim, Todd D. Hummel, Cory M. Johnson, Laura “Lolly” Leshner, Andrew C. Raugh, Maggie L. Rhoades, Brian N. Riegel, Brian R. Specht

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

OTHERS PRESENT

Richard J. Mextorf, Superintendent; Michele Zimmerman, Business Manager; Chris Beissel, High School Principal; Damian Buggy, High School Dean of Students; Shawn Gravish, Middle School Principal; Tim Easter, Middle School Dean of Students; Andrea Berger, Elementary Principal; Matthew Ammona, Special Education Director; Kim Byassee, Transportation/Child Accounting Coordinator; Teresa Freiwald, Chief Learning Officer; Chris Spohn, Director Operations and Project Development; Than Wright, Technology Supervisor; Aaron Menapace, Athletic Director; David Shefter, Food Service Director; Russell Farbiarz, School District Solicitor; Cindy Sunday, Board Secretary; Visitors: Teresa McCarthy, Nick McBreen

Mr. Specht opened the meeting with the pledge to the flag.

PUBLIC COMMENTS

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

- V. Report of the Business Manager (Items E-S will be on June 17 agenda for approval)
  - A. From the Capital Reserve fund, recommend approval of the proposal from Wenger Corporation to upgrade the physical education and team room lockers in the girls HS locker room in the amount of \$53,084. (see Exhibit XXVh-1)

A motion was made by Todd D. Hummel, seconded by Cory M. Johnson to approve the proposal from Wenger Corporation to upgrade the physical education and team room lockers in the amount \$53,084.

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

“Yes”- Bradley R. Faust, Leon J. Grim, Todd D. Hummel, Cory M. Johnson, Laura “Lolly” Leshner, Andrew C. Raugh, Maggie L. Rhoades, Brian N. Riegel, Brian R. Specht

“No”- None

Motion carried with nine directors voting “yes”.

- B. From the Capital Reserve fund recommend approval of the proposal from Prism Response, Inc. for asbestos abatement in the old HS gym in the amount of \$52, 929. (see Exhibit XXVh-2)

A motion was made by Todd D. Hummel, seconded by Maggie L. Rhoades to approve the proposal from Prism Response, Inc. for asbestos abatement in the old HS gym in the amount of \$52,929.

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

“Yes”- Bradley R. Faust, Leon J. Grim, Todd D. Hummel, Cory M. Johnson, Laura “Lolly” Leshner, Andrew C. Raugh, Maggie L. Rhoades, Brian N. Riegel, Brian R. Specht

“No”- None

Motion carried with nine directors voting “yes”.

- C. From Capital Reserve fund, recommend approval of possible unforeseen costs that may occur at a cost not to exceed \$10,000 so that the repair of the HS gym floor can continue.

A motion was made by Todd D. Hummel, seconded by Laura “Lolly” Leshner to approve possible unforeseen costs that may occur at a cost not to exceed \$10,000 so that the repair of the HS gym floor can continue.

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

“Yes”- Bradley R. Faust, Leon J. Grim, Todd D. Hummel, Cory M. Johnson, Laura “Lolly” Leshner, Andrew C. Raugh, Maggie L. Rhoades, Brian N. Riegel, Brian R. Specht

“No”- None

Motion carried with nine directors voting “yes

- D. Recommend approval of the following Board Policies:
- I. 006 – Meetings (see Exhibit XXVh-3)
  - II. 108 – Adoption of Textbooks (see Exhibit XXVh-4)
  - III. 239 – Foreign Exchange Students (see Exhibit XXVh-4)
  - IV. 305 – Employment of Substitutes (see Exhibit XXVh-5)
  - V. 311 – Reduction in Staff (see Exhibit XXVh-6)

A motion was made by Brian N. Riegel, seconded by Laura “Lolly” Leshner to approve the Board Policies presented.

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

“Yes”- Bradley R. Faust, Leon J. Grim, Todd D. Hummel, Cory M. Johnson, Laura “Lolly” Leshner, Andrew C. Raugh, Maggie L. Rhoades, Brian N. Riegel, Brian R. Specht

“No”-                      None

Motion carried with nine directors voting “yes”.

Items E – S will be on June 17, 2019 agenda for approval.

- E. 2019-2020 Final General Fund budget in the amount of \$43,712,335.  
Ms. Zimmerman distributed 2019-2020 General Fund Budget Summary (Final – June 3, 2019) to all members. (see Exhibit XXVh-1)
- F. 2019-2020 Real Estate tax resolution
- G. 2019-2020 Per Capita tax resolution
- H. 2019-2020 Homestead/Farmstead resolution
- I. 2019-2020 Depository Institutions
  - 1. General fund – M&T Bank, Tompkins Vist Bank, Pennsylvania Local Government Investment Trust (PLGIT)
  - 2. Capital Reserve fund – Pennsylvania School District Liquid Asset Fund (PSDLAF)
  - 3. Debt Service fund – Tompkins Vist Bank
  - 4. Food Service fund – M&T Bank, PLGIT
  - 5. Activity funds – M&T Bank
- J. 2019-2020 Facilities Use Fee Schedule
- K. 2019-2020 property and liability insurance renewals
  - a. Package – includes property, equipment breakdown, general and law enforcement liability, crime, automotive liability and physical damage
    - i. CM Regent at a cost of \$87,874
    - ii. Includes an additional premium of \$1,362 to increase the violence expense (active shooter) coverage to \$1,000,000 from \$250,000
  - b. Excess liability
    - i. CM Regent at a cost of \$4,751
  - c. School leaders’ legal liability
    - i. CM Regent at a cost of \$17,356

- d. Volunteer
  - i. CM Regent at a cost of \$500
- e. Cyber liability
  - i. ACE American Insurance Co. at a cost of \$8,794
- L. 2019-2020 workers' compensation insurance renewal with New Jersey Manufacturers Insurance Company at a cost of \$127,150.
- M. 2019-2020 life and accidental death & dismemberment coverage with One America at a cost of \$.085/\$1,000 coverage for an approximate total of \$15,675.
- N. 2019-2020 long-term disability insurance with One America at a cost of \$.153/\$1,000 coverage for an approximate total of \$3,076.
- O. Commit and assign fund balance in an amount to be determined later.
- P. Administration of the Hamburg Area School District may perform 2018-2019 budgetary transfers necessitated by the annual single audit and said transfers to be subject to ratification by the Board at a later date.
- Q. 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 System (TIPS), and Sourcewell.
- R. Transfer of \$126,872 from the Debt Service fund to the General fund.
- S. Proposal from Bottling Group, LLC (Pepsi) for a three-year extension to the current agreement.

**VI.** Report of the Superintendent (Items B-D will be on June 17 Board Agenda for approval.

- A. Act 44 Report – Dr. Gravish  
The School district is required by law to provide a Report on Act 44.

Dr. Gravish distributed his School Safety/Security Report. (see Exhibit XXVh-9)

Dr. Gravish reviewed the items listed in the report. He pointed out there have been 53 Safe2Say tips since January.

Mr. Raugh asked, who says that school district personnel must be available 365 days at all hours.

Dr. Mextorf stated this is one of the reasons we need to commit to a Director of Safety and Security. He is suggesting: commit to this position for one year and if it is not working we can unpack it at any time.

Dr. Mextorf said on the June 17 agenda he plans to recommend Dr. Gravish for the position of Director of Safety and Security and recommend Dr. McGorry to return as principal during the one-year trial period.

- A. Recommend approval of the following student trip:
- B. Senior Class Trip 2020 – Kalahari Resorts, Pocono Manor –  
May 8 – May 10, 2020 – Approximately 50 students, 2  
chaperones – no cost to the District
- C. Recommend review of the following position descriptions:
  - a. Building Clerk
  - b. Coordinator, Facilities
  - c. Food Service Employee
  - d. Food Service Substitute
  - e. Kitchen Manager
- D. Acknowledgement of the following separations:
- E. Brittany Stauffer, Assistant Coach, Spring Co-ed Track
  - 1. Effective June 30, 2019
  - 2. Will remain Assistant Coach, Winter Track & Field and  
Volunteer Coach for Spring Co-ed Track
- F. Recommend approval of the following Administrative Staff: \*
  - 1. Chris Spohn, Director of Operations and Project  
Development
    - a. Effective 7/1/2019
    - b. Existing annual salary

2. Chris Beissel, High School Principal
    - a. Effective 7/1/2019
    - b. \$92,500
  3. Damian Buggy, Dean of Students
    - a. Effective 7/1/2019
    - b. Existing annual salary
- G. Recommend approval of the following Professional Staff:\*
1. Nick McBreen, Classroom Teacher, Social Studies
    - a. Replacing Damian Buggy
    - b. Effective 7/1/2019
    - c. \$47,763 (Master's / Step 19)
    - d. Certificate: Instructional I: 8875, Social Studies 7-12
    - e. 2018-2019 Long-term Substitute
- H. Recommend approval of the following Temporary Support Staff (summer help):\*
2. Jennifer Stanish, Technology Inventory Clerk
    - a. Effective 6/17/2019 – 8/16/2019
    - b. Existing hourly rate, 40 hours per week
    - c. Current HASD support employee
  2. Quinton Bucheit, Technology Assistant
    1. Effective 6/17/2019 – 8/16/2019 (pending receipt of required pre-employment documents)
    2. \$10.00 per hour, 37.5 hours per week
    3. Shoemakersville
  3. Alexander Ewing, Technology Assistant
    1. Effective 6/17/2019 – 8/16/2019 (pending receipt of required pre-employment documents)
    2. \$10.00 per hour, 37.5 hours per week
    3. Hamburg

4. Camryn Hoagland, Technology Assistant
  1. Effective 6/17/2019 – 8/16/2019 (pending receipt of required pre-employment documents)
  2. \$10.00 per hour, 37.5 hours per week
  3. Current HASD student
5. Erik Shinton, Technology Assistant
  1. Effective 6/17/2019 – 8/16/2019 (pending receipt of required pre-employment documents)
  2. \$10.00 per hour, 37.5 hours per week
  3. Current HASD student
6. Shelby Bowen, Custodian
  1. Effective 6/10/2019 – 8/16/2019
  2. \$13.34 per hour, 40 hours per week
  3. Current HASD employee
7. Angelo Derenzo, Substitute Custodian
  1. Effective 6/10/2019 – 8/16/2019
  2. Contract rate, 40 hours per week
  3. Kelly Educational Staffing Employee
8. Kelly James, Custodian
  1. Effective 6/10/2019 – 8/16/2019
  2. \$13.34 per hour, 40 hours per week
  3. Current HASD employee
9. Kelly Salvati, Custodian
  1. Effective 6/10/2019 – 8/16/2019
  2. \$13.34 per hour, 40 hours per week
  3. Current HASD employee
10. Leah Bertschy, Custodian
  1. Effective 6/10/2019 – 8/16/2019 (pending receipt of required pre-employment documents)
  2. \$13.34 per hour, 40 hours per week
  3. Hamburg

11. Stephen Eberhardt, Custodian
  1. Effective 6/10/2019 – 8/16/2019 (pending receipt of required pre-employment documents)
  2. \$13.34 per hour, 40 hours per week
  3. Hamburg
12. Wyatt Conrad, Custodian
  1. Effective 6/10/2019 – 8/16/2019 (pending receipt of required pre-employment documents)
  2. \$10.00 per hour, 40 hours per week
  3. Current HASD student
13. Faith Guers, Custodian
  1. Effective 6/10/2019 – 8/16/2019 (pending receipt of required pre-employment documents)
  2. \$10.00 per hour, 40 hours per week
  3. Current HASD student
14. Deanna McRae, Custodian
  1. Effective 6/10/2019 – 8/16/2019 (pending receipt of required pre-employment documents)
  2. \$10.00 per hour, 40 hours per week
  3. Current HASD student
15. Owen Neuin, Custodian
  1. Effective 6/10/2019 – 8/16/2019 (pending receipt of required pre-employment documents)
  2. \$10.00 per hour, 40 hours per week
  3. Current HASD student

**VII. Information Items**

**VIII. New Business**

No New Business was discussed.

**IX. Dates to remember**

June	7	Last day of School for Students; Early Dismissal	
	7	Commencement	6:00 p.m.
	17	Board Meeting	6:30 p.m.
July	15	Board Meeting	X. 6:30 p.m.

**X. Adjournment**

A motion was made by Laura "Lolly" Leshner, seconded by Maggie L. Rhoades to adjourn the meeting at 7:33 p.m. Motion carried.

**MINUTES APPROVED ON  
June 17, 2019,**

**RECORDED BY**

\_\_\_\_\_  
Cynthia A. Sunday

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Brian R. Specht, President