

**MAHANAY AREA SCHOOL DISTRICT
1 GOLDEN BEAR DRIVE
MAHANAY CITY, PA 17948**

**Regular Meeting
Immediately following Workshop – June 28, 2018**

The regular meeting of the Mahanoy Area School District Board of Education was held on the above date in the High School Large Group Instruction (LGI) Room with President Jay Hanley presiding and Secretary Nancy Boyle serving as recorder. The meeting was recorded for secretarial purposes.

A. CALL TO ORDER

President Jay Hanley called the workshop to order at 6:43 p.m. leading in the Pledge of Allegiance and noting that an executive session for personnel reasons was held prior to the workshop. Mr. Hurst then presented budget and finance items on the agenda with one addition.

Dr. Green reviewed the rest of the items on the agenda with the workshop ending at 6:58 p.m.

President Hanley called the meeting to order at 7:00 p.m. and roll call was taken.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

<input checked="" type="checkbox"/> Mrs. Nancy Boyle	<input checked="" type="checkbox"/> Mr. Dan Lynch
<input type="checkbox"/> Mr. Gary Gnall	<input checked="" type="checkbox"/> Mr. Michael Mistishen
<input checked="" type="checkbox"/> Mr. Steve Gnall	<input checked="" type="checkbox"/> Mr. Jim Mitchell
<input checked="" type="checkbox"/> Mr. Jay Hanley	<input checked="" type="checkbox"/> Mrs. Karen Yedsena
<input type="checkbox"/> Mr. John Honus	7 Present/2 Absent

Others in attendance include –

3 Citizens and the following Mahanoy Area School District personnel

<input checked="" type="checkbox"/> Joie L. Green <i>Superintendent</i>	<input checked="" type="checkbox"/> Drew P. McLaughlin, Esq. <i>Solicitor</i>	<input checked="" type="checkbox"/> John J. Hurst <i>Business Administrator</i>
<input checked="" type="checkbox"/> Stanley Sabol <i>Jr/Sr. High School Principal</i>	<input checked="" type="checkbox"/> David Holman <i>Assistant Jr/Sr. High School Principal</i>	<input checked="" type="checkbox"/> Michael Heater <i>Elementary Principal</i>
<input type="checkbox"/> Lisa Broomell <i>Assistant Elementary School Principal</i>	<input checked="" type="checkbox"/> Brandy Paul <i>Special Education Director</i>	<input checked="" type="checkbox"/> Paul Babinsky <i>Technology Director</i>
<input checked="" type="checkbox"/> Edward Blazis <i>Facilities Director</i>	<input type="checkbox"/> Michele Schappell <i>Food Services Director</i>	<input checked="" type="checkbox"/> Jason Burke <i>Transportation Director</i>

D. CITIZENS COMMENTS ON AGENDA ITEMS

Citizen comments on Agenda items only are welcome at this time. Speakers will be recognized by the chair in the order they are listed on the sign-in sheet. Speakers must state their name and place of residence. There is a five minute limit. The Board requests that if there is a group to speak about the same topic, one person should be designated as the spokesperson.

No Comments.

E. APPROVAL OF MINUTES OF LAST REGULAR AND SPECIAL MEETINGS

(1) Moved by Yedsena & seconded by Lynch the minutes of the regular monthly meeting of May 24, 2018 were ACCEPTED, APPROVED, AND FILED for AUDIT.

ALL MEMBERS
Motion: X Passes / Fails

F. REPORT OF THE TREASURER

(1) Moved by S. Gnall & seconded by Boyle the treasurer’s report for the period ending May 2018 was ACCEPTED, APPROVED, AND FILED for AUDIT.

Aye / Nay		Aye / Nay	
<u> X </u> / <u> </u> Mr. Mistishen		<u> X </u> / <u> </u> Mr. Hanley	
<u> X </u> / <u> </u> Mrs. Yedsena		<u> X </u> / <u> </u> Mr. Mitchell	
<u> X </u> / <u> </u> Mr. Steve Gnall		<u> X </u> / <u> </u> Mr. Lynch	
<u> AB </u> / <u> </u> Mr. Gary Gnall		<u> AB </u> / <u> </u> Mr. Honus	
<u> X </u> / <u> </u> Mrs. Boyle		<u> 7 </u> / <u> 0 </u> Totals	
	Motion: <u> X </u> Passes/ <u> </u> Fail		

G. PRESENTATION AND APPROVAL OF BILLS

a. General Fund

(1) Moved by Yedsena & seconded by Mitchell the List of Bills from the General Fund was ACCEPTED, APPROVED FOR PAYMENT, AND FILED for AUDIT.

Aye / Nay		Aye / Nay	
<u> X </u> / <u> </u> Mr. Mitchell		<u> X </u> / <u> </u> Mr. Mistishen	
<u> X </u> / <u> </u> Mr. Steve Gnall		<u> AB </u> / <u> </u> Mr. Gary Gnall	
<u> X </u> / <u> </u> Mrs. Yedsena		<u> X </u> / <u> </u> Mr. Hanley	
<u> X </u> / <u> </u> Mrs. Boyle		<u> AB </u> / <u> </u> Mr. Honus	
<u> X </u> / <u> </u> Mr. Lynch		<u> 7 </u> / <u> 0 </u> Totals	
	Motion: <u> X </u> Passes/ <u> </u> Fail		

b. Cafeteria Fund

(1) Moved by S. Gnall & seconded by Mitchell the List of Bills from the Cafeteria Fund was ACCEPTED, APPROVED FOR PAYMENT, AND FILED for AUDIT.

Aye / Nay		Aye / Nay	
<u>X</u> / ___ Mr. Steve Gnall		<u>X</u> / ___ Mr. Mitchell	
<u>X</u> / ___ Mr. Hanley		<u>X</u> / ___ Mrs. Yedsena	
<u>AB</u> / ___ Mr. Gary Gnall		<u>X</u> / ___ Mr. Lynch	
<u>X</u> / ___ Mrs. Boyle		<u>AB</u> / ___ Mr. Honus	
<u>X</u> / ___ Mr. Mistishen		<u>7</u> / <u>0</u> Totals	
Motion: <u>X</u> Passes/ ___ Fail			

H. FINANCIAL REPORTS

a. Student Activities Report

(1) Moved by Boyle & seconded by S. Gnall the Student Activities Report was ACCEPTED, APPROVED, AND FILED for AUDIT.

ALL MEMBERS
Motion: X Passes / ___ Fails

I. COMMUNICATIONS

Secretary Boyle reported that one non-teaching application was received.

J. ACTION ITEMS

A. Budget and Finance – Yedsena, Chair; Mistishen and Lynch

Moved by Boyle & seconded by Lynch that the Mahanoy Area School District Board of Education APPROVED the following as recommended:

Aye / Nay		Aye/Nay	
<u>X</u> / ___ Mr. Lynch		<u>X</u> / ___ Mr. Mistishen	
<u>X</u> / ___ Mr. Mitchell		<u>X</u> / ___ Mrs. Yedsena	
<u>X</u> / ___ Mrs. Boyle		<u>AB</u> / ___ Mr. Honus	
<u>X</u> / ___ Mr. Hanley		<u>X</u> / ___ Mr. Steve Gnall	
<u>AB</u> / ___ Mr. Gary Gnall		<u>7</u> / <u>0</u> Totals for items #1, #4 through #12.	
Motion: <u>X</u> Passes/ ___ Fail			

Aye / Nay		Aye/Nay	
<u>X</u> / ___ Mr. Lynch		___ / <u>X</u> Mr. Mistishen	
<u>X</u> / ___ Mr. Mitchell		<u>X</u> / ___ Mrs. Yedsena	
<u>X</u> / ___ Mrs. Boyle		<u>AB</u> / ___ Mr. Honus	
___ / <u>X</u> Mr. Hanley		<u>X</u> / ___ Mr. Steve Gnall	
<u>AB</u> / ___ Mr. Gary Gnall		<u>5</u> / <u>2</u> Totals for items #2 and #3	
Motion: <u>X</u> Passes/ ___ Fail			

(1) The sale of the following properties from the “repository for unsold properties:

Parcel No.	Location	Twp/Boro	Price	Bidder
48-08-0486.000	417 W Spruce	Mahanoy City	\$500.00	Frank Palmer & Justin Hoppes
48-08-0454.000	521 W Spruce	Mahanoy City	\$1,279.00	Elizabeth Rodriguez
48-08-0485.000	419 W Spruce	Mahanoy City	\$500.00	Frank Palmer & Justin Hoppes
06-08-0020.000	13 Trenton St	Delano Twp	\$1.00	Delano Twp

- (2) The final general fund budget in the amount of \$18,707,336 for the 2018-2019 school year and a levy on real estate of 49.6 mills, an occupation tax of \$130, a real estate transfer tax of ½ of 1%, an earned income tax of ½ of 1%, an occupational privilege tax of \$5.00, and an amusement tax of 5%. The budget does ~~not~~ include ~~any~~ a tax increases.
- (3) The 2018-2019 Annual Tax Levy Resolution.
- (4) The final cafeteria fund budget in the amount of \$853,607 for the 2018-2019 school year. Lunch and breakfast will be free to all students. Adult lunch and breakfast prices are \$3.70 and \$1.75 respectively.
- (5) A transfer to the Capital Reserve fund in an amount not to exceed \$500,000 for the year ended June 30, 2018.
- (6) PSBA Insurance Trust to provide property, general liability, automobile, umbrella, school leaders, and workers compensation insurances effective July 1, 2018 at a cost of \$126,539.
- (7) The purchase of new ticket booth for the stadium from Shedcraft, New Ringgold, PA at a cost of \$1,957. This will be paid from the Capital Reserve Fund.
- (8) Accept a donation from Schuylkill Community Education Council of technology equipment that includes four smartboards and projectors.
- (9) The LIEP (Language Instruction Education Program) Service Agreement between the Mahanoy Area School District and the Schuylkill Intermediate Unit 29, payable in two (2) scheduled installments on or before the dates as listed: October 1, 50%, \$2,810.50 and February 3, 50%, \$2,810.50.
- (10) The purchase of 50 iPads and cases from Apple, Inc. at a cost of \$20,447.50. This will be paid from the Capital Reserve Fund.
- (11) A contract with Dude Solutions, Cary NC for Equipment Data Gathering and PM Scheduling Creation at a cost of \$8,921.12.
- (12) The purchase of High School Science room furniture from Kurtz Brothers, Clearfield, PA at a cost of \$20,312.50. This will be purchased through the Co-stars program with payment being made from the Capital Reserve Fund.

Moved by Lynch & seconded by Mitchell that the Mahanoy Area School District Board of Education *APPROVED* the following as recommended:

Aye / Nay		Aye / Nay	
<u>AB</u> / ___ Mr. Honus		<u>X</u> / ___ Mrs. Boyle	
<u>X</u> / ___ Mr. Lynch		<u>AB</u> / ___ Mr. Gary Gnall	
<u>X</u> / ___ Mr. Mistishen		<u>X</u> / ___ Mr. Steve Gnall	
<u>X</u> / ___ Mr. Mitchell		<u>X</u> / ___ Mr. Hanley	
<u>X</u> / ___ Mrs. Yedsena		<u>7</u> / <u>0</u> Totals for items #1 through #12 and #15	
Motion: <u>X</u> Passes/ ___ Fail			

Aye / Nay		Aye / Nay	
<u>AB</u> / ___ Mr. Honus		<u>X</u> / ___ Mrs. Boyle	
<u>X</u> / ___ Mr. Lynch		<u>AB</u> / ___ Mr. Gary Gnall	
<u>X</u> / ___ Mr. Mistishen		<u>X</u> / ___ Mr. Steve Gnall	
<u>X</u> / ___ Mr. Mitchell		___ / <u>X</u> Mr. Hanley	
<u>X</u> / ___ Mrs. Yedsena		<u>6</u> / <u>1</u> Totals items #13 and #14	
Motion: <u>X</u> Passes/ ___ Fail			

- (1) A medical/family leave of absence intermittently, subject to FMLA for employee #1709 retroactive to May 25, 2018.
- (2) A medical/family leave of absence, subject to FMLA for employee #253 from approximately September 15, 2018 for 6 weeks.
- (3) A medical/family leave of absence intermittently, subject to FMLA for employee #1451 beginning July 10, 2018.
- (4) The appointment of Mrs. ~~Nicole Anthony~~ Laura Price and Mrs. Natalie Zawada as mentors for the 2018-2019 school year at a salary of \$500.00 each.
- (5) The appointment of Ms. Gloria Galvin, Barnesville, PA as a Special Education Teaching Assistant effective the beginning of the 2018-2019 (August 20, 2018) school year at an hourly rate of \$8.75 pending completion of all required paperwork, clearances and trainings.
- (6) The appointment of Mr. Joshua Hanrahan, Mahanoy City, PA to the Schuylkill ACHIEVE program at an hourly rate of \$22.00 pending receipt of all completed paperwork, clearances and trainings.
- (7) The 2018-2019 Schedule of Board Workshops and Meetings. The Workshops begin at 6:00 p.m. and the Meetings will follow the Workshop. Workshops and Meetings are held on the last Thursday of the Month except where noted (*).

Workshop and Meeting Dates

- July 26
- August 30
- September 27
- October 25
- *November 19 (Monday)

- December Reorganization & General Purposes Meeting, Dec. 6, 6:00 p.m.
- *December 17 (Monday)
- *January 24 (4th Thursday)
- February 28
- March 28
- April 25
- *May 23 (4th Thursday)
- June 27

(8) The Summer Slide Reading Program for students grades K-1, from Monday, July 30 through Thursday, August 16, 2018, Monday through Thursday, from 8:30 a.m. to 11:30 a.m. The program will be led by Mrs. Robyn Sincavage with teachers Kristen Williams and Erin Manley assisting. They will be paid an hourly rate of \$25.75. Transportation will not be provided. Students will be invited to participate in the breakfast and lunch programs before and after the program. Students will be invited to a pool party at the end of the season.

(13) An agreement with PSBA to assist the district with updating all Board Policy Administrative Regulations at a cost of \$3,500.00.

(14) The Coordinator of Curriculum and Assessment (K-12) job description.

(15) Change the student start time for the Jr/Sr. High School to 7:30 a.m. for the 2018-2019 school year.

C. Food Services, Property, and Transportation – Boyle, Chair; G. Gnall and S. Gnall

Moved by Yedsena & seconded by S. Gnall that the Mahanoy Area School District Board of Education *APPROVED* the following as recommended:

Aye / Nay	Aye/Nay
<u>AB</u> / <u> </u> Mr. Honus	<u>X</u> / <u> </u> Mrs. Boyle
<u>X</u> / <u> </u> Mr. Steve Gnall	<u>X</u> / <u> </u> Mr. Mistishen
<u>X</u> / <u> </u> Mr. Mitchell	<u>X</u> / <u> </u> Mr. Hanley
<u>X</u> / <u> </u> Mrs. Yedsena	<u>X</u> / <u> </u> Mr. Lynch
<u>AB</u> / <u> </u> Mr. Gary Gnall	<u>7</u> / <u>0</u> Totals
Motion: <u>X</u> Passes / <u> </u> Fail	

(1) The retirement of Mr. Oliver Clark, Mahanoy City, PA as Utility Maintenance Worker effective August 31, 2018.

(2) The resignation of Mrs. Holly Timko, Mahanoy City, PA as a part time food service worker effective June 8, 2018.

(3) The resignation of Mr. James Rettzo, Mahanoy City, PA as a bus aide/substitute van driver effective June 20, 2018.

(4) The appointment of Mr. James Rettzo, Mahanoy City, PA as a van driver retroactive to June 20, 2018 at an hourly rate of \$10.50.

- (5) The appointment of Ms. Rosemary Blackwell, Mahanoy City, PA to the summer food program retroactive to June 11, 2018 at an hourly rate of \$7.50.
- (6) The appointment of the following as substitute custodial workers at an hourly rate of \$8.50 each:
 - Mr. Paul Long, Mahanoy City, PA, retroactive to June 18, 2018.
 - Mr. James Rettzo, Mahanoy City, PA, retroactive to June 18, 2018.
 - Ms. Tarkita Reeves, Mahanoy City, PA, retroactive to June 18, 2018.
 - Ms. Carolyn Rene, Mahanoy City, PA, pending all completed employment paperwork, clearances and trainings.
 - Mr. Tyler Mroczka, Barnesville, PA, retroactive to June 4, 2018.
- (7) The appointment of the following as summer custodial workers at an hourly rate of \$8.50 each:
 - Ms. Kim Butcavage, Mahanoy City, PA, retro-active to June 18, 2018.
 - Ms. Jane Ulicny, Mahanoy City, PA, retro-active to June 18, 2018.
- (8) The district pool retroactive to Saturday, June 9, 2018 from 1:30 p.m. to 4:00 p.m. at a fee of \$187.50 for a birthday party. Request made by Ms. Teressa Zendrosky, Girardville, PA.
- (9) The district pool retroactive to Sunday, June 10, 2018 from 2:00 p.m. to 4:30 p.m. at a fee of \$187.50 for a birthday party. Request made by Ms. Kate Snitzer, Shenandoah, PA.
- (10) The district pool retroactive to Thursday, May 31, 2018 from 2:30 p.m. to 3:30 p.m. for the Mahanoy Area Softball team end of year pizza party. Request made by Mrs. Josette Bet, Booster President.
- (11) The district pool retroactive to Monday, May 21, 2018 to Saturday, July 28, 2018 as per dates and times noted on the facilities request form for K-12 Summer Swim Team practices and meets. Request made by Mrs. Meghan Karetsky, Swim Booster.
- (12) The Joseph Alansky gymnasium retroactive to June 19, 2018 until July 19, 2018 on Tuesday, Wednesday and Thursday from 11:30-12:30 for Intramural Volleyball. Request made by Mrs. Sara Flexer, Volleyball Coach.
- (13) An elementary school classroom retroactive from June 19, 2018 to July 26, 2018 from 9:30 a.m. to 12:00 p.m. on Tuesdays and Thursdays for ESL summer tutoring. Request made by Ms. Barbara Wilkinson, Schuylkill IU #29.
- (14) Elementary school classrooms C-111, C-113 and the Auditorium for the 21st Century Schuylkill Achieve Summer Program on July 10-12, 17-19, and 24-26, 2018, from 8:30 a.m. to 12:30 p.m. Request made by Mrs. Lisa Broomell, Schuylkill Achieve Lead Teacher.
- (15) Elementary school classrooms B-124, B-103, B-115 and the pool (Aug. 16, 2018 only) for the Summer Slide Reading Program on July 30 & 31, August 1-2, 6-9, and 13-16, 2018, from 8:30 a.m. to 11:30 a.m. Request made by Mrs. Lisa Broomell.
- (16) The elementary school cafeteria for the weekly football dinners beginning August 24, 2018 and ending October 25, 2018 as per the times noted on the facilities request form. Request made by Mrs.

Suzanne Merchlinsky, Mahanoy Area Football Boosters President.

(17) The resignation of Mr. Keith Weikel, Frackville, PA as a van driver effective June 25, 2018.

D. Policy – Mistishen, Chair; Boyle and Yedsena

Moved by _____ & seconded by _____ that the Mahanoy Area School District Board of Education **APPROVE** the following as recommended:

Aye / Nay	Aye / Nay
___ / ___ Mr. Steve Gnall	___ / ___ Mr. Hanley
___ / ___ Mr. Mitchell	___ / ___ Mrs. Boyle
___ / ___ Mr. Gary Gnall	___ / ___ Mr. Lynch
___ / ___ Mr. Mistishen	___ / ___ Mrs. Yedsena
___ / ___ Mr. Honus	___ / ___ Totals

Motion: ___ Passes/ ___ Fail

(1) ~~First Reading: 000 Policy Section. Updated revisions made by PSBA.~~ Policies will be presented for first reading at the July 26, 2018 meeting.

E. Athletic – Yedsena, Chair; S. Gnall and Mistishen

Moved by Boyle & seconded by Mitchell that the Mahanoy Area School District Board of Education **APPROVED** the following as recommended:

Aye / Nay	Aye / Nay
<u>X</u> / ___ Mrs. Yedsena	<u>X</u> / ___ Mr. Lynch
___ / ___ Mr. Hanley	<u>AB</u> / ___ Mr. Gary Gnall
<u>X</u> / ___ Mr. Steve Gnall	<u>X</u> / ___ Mr. Mitchell
<u>X</u> / ___ Mr. Mistishen	<u>X</u> / ___ Mrs. Boyle
<u>AB</u> / ___ Mr. Honus	<u>6</u> / <u>0</u> Totals for item #1, Director Hanley recused himself

Motion: X Passes/ ___ Fail

Aye / Nay	Aye / Nay
<u>X</u> / ___ Mrs. Yedsena	<u>X</u> / ___ Mr. Lynch
<u>X</u> / ___ Mr. Hanley	<u>AB</u> / ___ Mr. Gary Gnall
<u>X</u> / ___ Mr. Steve Gnall	<u>X</u> / ___ Mr. Mitchell
<u>X</u> / ___ Mr. Mistishen	<u>X</u> / ___ Mrs. Boyle
<u>AB</u> / ___ Mr. Honus	<u>7</u> / <u>0</u> Totals for items #2 through #10

Motion: X Passes/ ___ Fail

(1) The appointment of Mr. Joseph Orsulak, New Ringgold, PA as Head Varsity Golf Coach at a salary of \$3,861.68 retroactive to June, 6, 2018.

(2) The appointment of Mr. Luke Morgan, Tamaqua, PA as Assistant Varsity Golf Coach at a salary of \$3,089.34 retroactive to June 6, 2018 pending all completed employment paperwork, clearances and trainings.

(3) The appointment of Mr. Mark Holland, Mahanoy City, PA as a volunteer Junior High Boys Basketball Coach pending all completed paperwork, clearances and trainings.

(4) The resignation of Ms. Kaitlin Stramara, Barnesville, PA as Assistant Varsity/Head JV Volleyball Coach effective May 30, 2018.

- (5) The resignation of Mrs. Sara Flexer, Barnesville, PA as Assistant Varsity/Head JV Volleyball Coach effective June 5, 2018.
 - (6) The resignation of Mrs. Natalie Zawada, Barnesville, PA as Junior High Assistant Girls Basketball Coach effective May 31, 2018.
 - (7) The resignation of Mr. William Mansell, Barnesville, PA as Junior High Assistant Wrestling Coach effective June 6, 2018.
 - (8) The appointment of Ms. Kelly Wolfe, Orwigsburg, PA as Assistant Varsity/Head JV Volleyball Coach at a salary of \$3,089.34.
 - (9) The appointment of Mr. Darren Kline, Barnesville, PA as Junior High Assistant Girls Basketball Coach effective July 1, 2018 at a salary of \$2,537.67.
 - (10) The appointment of Mr. Nathan Fegley, Barnesville, PA as Junior High Assistant Wrestling Coach at a salary of \$2,537.67
-

K. REPORTS

- (1) Report of the Schuylkill IU#29 Representative—President Hanley reported that a Cohort 7 grant was received for the Schuylkill Achieve program and that our students were featured in an article in the Pottsville Republican for participating in the Summer of Explorers program. The new Assistant Executive Director is currently on the job and getting acclimated to her new position. Interviews were held for a new solicitor with the new hire being announced at the next meeting.
- (2) Report of the Schuylkill County Area Vocational Technical School (SCAVTS) Representative—President Hanley reported that both roofing projects are in progress and that the Automotive Department at the South Vo-tech will be expanding.
- (3) Report of the Mahanoy City Public Library Representative—No Report.
- (4) Report of the PSBA Liaison—Director Mitchell reported that all e-mails have been forwarded to members.
- (5) Report of the Superintendent—Enrollment: 566, Elementary; 424, Jr./Sr. High School; 20, Vo-Tech; and 33, out of district for a total of 1043. Also, cyber/charter schools enrollments are 36 regular education students and 11 special education students, for a total of 47.

McKinney Vento Numbers:

From August to June 4, 2018 we have had the total number of students under McKinney Vento: 52
24 Elementary Students
14 Jr./Sr. High School Students
14 Pre-School Age Students

There have been a few students that were moved in a permanent situation/move so the current number of McKinney Vento students as of 6/4/18 is: 21

8 Elementary Students

4 Jr./Sr. High School Students

10 Pre-School Age Students

Current number of students under ESSA as of 6/4/18 is 4--3 Elem, 1 HS. Note: All four of these students will be leaving Mahanoy Area at the end of the school year to go to other districts.

Dr. Green then explained that election ballots for the IU Board of Directors were distributed to board members and they should be completed and returned to her. All members were also give an updated committee list.

Dr. Green mentioned that PIAA has been working with the Superintendent's Association in regards to private/charter schools and the fairness in competition with public schools.

Dr. Green congratulated Mr. Malkemes, Physics teacher, along with his 12th grade students who presented a Science Fair to the Elementary students on May 30. Mr. Heater, Elementary Principal, then expanded stating that all students had a great time with the presentation as it was very interactive for students. He would like to keep it as a yearly event.

Dr. Green explained that all Safety Committee requirements have been completed and the district will now receive a 5% discount on our Workman's Compensation invoice.

Dr. Green stated that this year was the first year that SAP (Student Assistant Program) was implemented in the Elementary School and that we had 51 more referrals this year compared to last.

(6) Report of the Business Administrator—Mr. Hurst explained that the PASBO/PASA School District budget report was distributed to all members with the main topic of the report being fiscal deterioration continuing with most school districts and them “treading water” with budgets. One of the largest cost drives of districts being charter schools, special education and pension costs. He also reported that the state budget went through rather quickly this year with special education being cut by 5 million dollars. He also mentioned that most schools in the county will be raising taxes this year. Mr. Hurst asked everyone to reach out to our local legislators and keep pressure on them to address the unfair funding formula. Lastly, heating oil bid cost will be \$2.24 per gallon which is a 51% increase from last year which was expected.

(7) Report of the Solicitor—No Report.

L. CONSIDERATIONS

(1) Old and Unfinished—None

(2) New—Election of School Board Treasurer effective July 1, 2018 to June 30, 2019.

President Hanley asked for nominations for School Board Treasurer. Director Boyle nominated Director Karen Yedsena. This nomination was seconded by Director Mistishen. On roll call vote Director Karen Yedsena was elected as School Board Treasurer from July 1, 2018 to June 30, 2019. Directors Hanley, S. Gnall, Mistishen, Lynch, Boyle and Mitchell voted yes. Director Yedsena voted no. (6 yes - 1 no)

M. CITIZENS COMMENTS ON NON-AGENDA ITEMS

Citizen comments are welcome at this time. Speakers will be recognized by the chair. Speakers must state their name and place of residence. There is a five minute limit. The Board requests that if there is a group to speak about the same topic, one person should be designated as the spokesperson.

No Comments.

N. REMARKS BY MEMBERS OF THE SCHOOL BOARD

Director Boyle stated that they had a wonderful Student of the Month banquet at the Elk's. She also stated that the free lunch program is a wonderful event for students and also mentioned that the free breakfast program should be promoted more. Dr. Green mentioned placing it on the Facebook page. Various other members thanked Administration and Directors for jobs well done this school year.

O. ADJOURNMENT

Moved by S. Gnall & seconded by Mitchell the regular monthly meeting of the Mahanoy Area School District Board of Education was ADJOURNED.

ALL MEMBERS
MOTION: X Passes / Fails

President Hanley declared the meeting closed at 7:32 p.m.

Attest

Nancy Boyle
Secretary

The next meeting of the Mahanoy Area School District Board of Education will be held on Thursday, July 26, 2018. All minutes and reports can be found on our district website www.mabears.net following the meeting.

Teaching:

Non-Teaching: Carolyn Rene, Mahanoy City, PA—Custodial



Language Instruction Education Program of Services

Board approved:

2

Statement of Goals and Objectives

It is the goal of Schuylkill Intermediate Unit 29 to provide Language Instruction Education Program (LIEP) services to each of the consortium member school districts. These services shall include but are not limited to the following:

- English Language Development (ELD) instruction for each student whose dominant language is not English for the purpose of facilitating the student's achievement of English Proficiency and to meet the academic standards under Chapter 4.12.
- Provide for training opportunities for all staff related to ELD.
- Formal assessment (both initial and re-designation) of students whose Primary Home Language is Other Than English (PHLOTE) for identification and progress purposes.
- Guidance related to PA state exit criteria for ELD instruction.
- Guidance related to implementation and revision of a district LIEP Program Plan and ELD Curriculum.
- Guidance related to LIEP Monitoring and Evaluation.
- Maintain a list of translators and interpreters.

Assessment Procedures

- a. Screening Procedures – Entry
 - i. Students and/or Student Guardians complete a district issued Home Language Survey (HLS) upon registration with school districts.
 - ii. If the Home Language Survey indicates a student speaks, listens, or corresponds in a language other than English proceed to the English Learner Identification Procedure Grades K-12 document or Dual Language Learner Identification Procedure Pre-K document. Parents are interviewed with an interpreter when necessary.
 - iii. If the Identification Procedure indicates to put student on a PHLOTE list then further assessment is required.
 - iv. School Districts contact the Schuylkill Intermediate Unit Supervisor of LIEP for a formal assessment. Students are formally assessed in reading, writing, listening and speaking.
 - v. Data is gathered and used to determine student need for LIEP services.
 - vi. If the child is identified as an EL student, the parents are notified of the placement and also given a Parental Waiver Form. If the parents do not fill out the form that is passive agreement and the student should be placed in the LIEP program.
 - vii. If the parents choose to refuse services than a meeting must be held to explain why the child was identified and given a description of the program. If the parents still refuse services than the child is still an EL student but does not attend separate English Language Development (ELD) classes. They will still be identified in PIMs as an EL student, take the ACCESS test yearly and can receive accommodations in the classroom. They will just not participate in the ELD classroom instruction.
- b. Screening Procedures – Reclassification
 - i. An EL must demonstrate the ability to access challenging academic content and interact with other students and teachers both academically and socially in an English language setting in order to be considered for reclassification. Evidence of this ability is demonstrated by the student on the annual English language proficiency assessment, ACCESS for ELLs®, and gathered by teachers using standardized language use inventories.
 - ii. Two language use inventories must be completed. An ESL teacher must complete one of the inventories when possible. The other inventory may be completed by a single content teacher or a team of content teachers. In cases in which an ESL teacher cannot complete an inventory (e.g. students whose parents have refused services and who are not seen by an ESL teacher or ELs in higher proficiency levels who do not work with an ESL teacher

regularly), both inventories may be completed by content teachers or teams of teachers. If only one teacher can accurately complete the inventory (e.g. elementary classes in which the classroom teacher is ESL certified and provides both content and language instruction and there is no other teacher or administrator who can accurately complete the inventory), one inventory may be completed and the single score is multiplied by two. The two inventories do not need to agree.

- iii. The language use inventories must be completed prior to the release of ACCESS scores each year for students who, based on teacher input and previous ACCESS scores, are likely to reach the threshold. Once ACCESS scores are released, the points are added to the points from the rubrics to determine if students are eligible to be reclassified. If the score exceeds the state-defined threshold, then the student is eligible to be reclassified.

- c. Instruments Used
 - i. WIDA SCREENER
 - ii. Annual State English Language Proficiency Assessment (ACCESS for ELLs 2.0) or Alternate ACCESS
 - iii. Language Use Inventory

The Instructional Program

- a. School districts contract with the Schuylkill Intermediate Unit to provide language instruction for English Learners (EL) according to the district's LIEP Program Plan and Curriculum.
- b. ELD instructional time is determined by the results of the intake interview and initial assessments.
 - i. Students designated as Non-English Readers, Writers and Speakers receive up to two hours of daily instruction in ELD.
 - ii. Students designated as Limited English Readers, Writers and Speakers receive up to one hour of daily instruction in ELD.
 - iii. Students proficient in one area of instruction, but limited in others receive up to one hour of daily instruction in ELD or structured daily support.
- c. Content Area Instruction is provided by school districts and therefore time allotted for this instruction is determined by school districts.

Cross-Cultural Instruction

- a. ESL instructors hired by the Schuylkill Intermediate Unit are responsible for assisting ELs with cultural assimilation.
- b. Cultural instruction for English Dominant Learners is the responsibility of participating school districts.

Pupil Personnel Services

- a. Orientation for students and their families
 - i. The district notifies parents and students of language proficiency testing, testing results and instructional recommendations.
 - ii. Translated documents and interpreters are used when necessary.
 - iii. Parents are made fully aware of the instruction being provided to their students and how they may communicate questions and concerns to the ESL teacher or the school district.
- b. District responsibilities
 - i. Counseling, testing (other than ELP testing), psychological services and health services are provided by individual school districts when necessary.
 - ii. ESL instructors notify appropriate district personnel when one of the aforementioned areas may be in need of assessment.

In-service training for ESL Staff

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- a. ESL instructors are provided in-service instruction in latest educational laws, trends and techniques at the start of each school year and throughout the remainder of the year.
- b. ESL instructors are encouraged to participate in Continuing Professional Education Courses and workshops as they become available.

In-service training in awareness for other school staff

- a. Training in ELD instruction for content area teachers is the responsibility of school districts in conjunction with Schuylkill Intermediate Unit 29 Supervisor of ESL.
- b. The Schuylkill Intermediate Unit notifies school district administration of Continuing Professional Education Opportunities as they become available.
- c. ESL instructors provide support for content area teachers when necessary.
- d. The Schuylkill Intermediate Unit provides training related to meeting the needs of diverse learners to all teachers in the IU 29 Induction Program.

Community Involvement

- a. **In planning and implementing the program:**
 - i. Schuylkill Intermediate Curriculum Council meet quarterly where the opportunity exists to discuss changes in programs and regulations.
 - ii. Schuylkill Intermediate Unit's Board of Directors meets on a monthly basis where the opportunity exists to discuss any changes to the LIEP and approval by the board before implementation.
 - iii. Parents or Guardians of ELs may make suggestions or requests for alterations in an individual student's ELD instructional program.
- b. **Communication with the homes/parents:**
 - i. Quarterly anecdotal progress reports are developed by ESL instructors to be shared with administration, content area teachers and parents.
 - ii. This information is provided in English and school districts are responsible for communicating the information in the native language of the parents if necessary.
 - a. The Intermediate Unit maintains a list of translators/interpreters and districts contact the IU Supervisor of ESL for services.
 - b. All districts have access to TransACT – a web-based library of translated documents related to ESSA and School Administration.
 - iii. ESL instructors attend conferences initiated by parents or school districts and interpreters are present when necessary.
 - iv. ESL instructors will conference with administration, parents and content area teachers when necessary.
- c. **Advisory Committee:**
 - i. The Schuylkill Intermediate Unit's Supervisor of ESL, ESL instructors and School District ESL Contacts, implement the LIEP program objectives and modifications.
 - ii. The ESL District Contacts and Schuylkill Intermediate Unit Supervisor of ESL meet bi-annually to discuss the LIEP Program.
- d. **Assistance Request Procedures:**
 - i. The Schuylkill Intermediate Unit Supervisor of ESL handles all requests for assistance.
 - ii. When notified of a need by school district administration, the Supervisor of ESL contacts the school building in need and sets an appointment with appropriate personnel to begin the student assessment process.
 - iii. Following assessment, a report of assessment results is provided, and a recommendation for LIEP services is developed.
 - iv. Recommendations are discussed with school district administration for approval.
 - v. Upon approval, an ESL instructor is assigned to a student and instruction begins.

Board Approved: June 4, 2018

**MAHANAY AREA SCHOOL DISTRICT
COORDINATOR OF CURRICULUM AND ASSESSMENT (K-12)
JOB DESCRIPTION**

JOB TITLE: COORDINATOR OF CURRICULUM AND ASSESSMENT (K-12)

QUALIFICATIONS: Coordinator should have demonstrated ability to collaborate with administration to improve student achievement, understand standards-based instructional systems, standardized assessments, individualized instruction and differentiation.

REQUIREMENTS: Licensure: Current Pennsylvania principal certification and/or supervisory certification in curriculum and instruction

Minimum of five years teaching experience and experience in curriculum and instruction

Ability to deal effectively and courteously with administration, staff, students and general public

REPORTS TO: Superintendent

SUPERVISES: None

JOB DESCRIPTION AND RESPONSIBILITIES:

1. Leads continuous curriculum review analysis and development process to ensure that course program is meeting intended objectives and requirements: recommending, changes/updates to building administration.
2. Coordinates district and building ELD program working with IU staff to ensure appropriate delivery of service.
3. Coordinates district and building gifted program working with the Director of Special Education to ensure appropriate delivery of service.
4. Serves as the District Assessment Coordinator (DAC). Responsible to monitor all district testing and works collaboratively with the staff to manage district and building state testing programs, including but not limited to PSSA and Keystone exams.
5. Facilitates meetings, processes, etc. for the purpose of meeting curriculum guidelines and/or ensuring that state mandates are achieved.
6. Facilitates the development, communication and implementation of quality learning for the purpose of enhancing excellence, equality and equity for staff and students.
7. Implements policies, procedures and/or processes for the purpose of providing direction and/or complying with mandated requirements.

- vi. When notified of a need by a parent, guardian, or source outside of school district personnel, the Supervisor of ESL provides the advocate with instructions for contacting the appropriate school district personnel.

Program Evaluation Procedures

- a. LIEP programs are tailored to meet the needs of individual students.
- b. Student assessments (formal and informal), teacher observations, parent communication and report card grades are used to evaluate the success of the LIEP.
- c. Instruction is adapted and program goals and objectives are altered to improve student achievement when necessary.
- d. Schuylkill Intermediate Unit 29 Supervisor of ESL will assist district in completion of a yearly LIEP evaluation.

LIEP Services/Rates

Description of Service	Consortium Rate	Non-Consortium Rate
Direct Instruction – Itinerant ESL Teacher	\$50.00 per hour	\$58.00 per hour
Staff Training	Included in consortium fee	\$500.00 per day \$100.00 per hour
Administration of Language Proficiency Assessment (W-APT/ACCESS for ELLs/Alternate ACCESS)	Included in consortium fee	\$50.00 per hour
Program Guidance/Assistance	Included in consortium fee	Not available
Translation/Interpretation Services	Included in consortium fee	\$30.00 per hour
Access to materials in Schuylkill IU 29 ESL Library	Included in consortium fee	Not Available

Board Approved: June 4, 2018

**MAHANAY AREA SCHOOL DISTRICT
COORDINATOR OF CURRICULUM AND ASSESSMENT (K-12)
JOB DESCRIPTION**

8. Serves as the Federal Programs Coordinator including: budgeting, reporting, and delivery of all required components as they relate to state and federal guidelines.
9. Assists staff with textbook selection following the district curriculum cycle.
10. Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
11. Prepares a wide variety of data reports (e.g. quantity reports, student activities, correspondence, audits, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information as requested by the Principal.
12. Represents the school within community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school curriculum.
13. Provides in-class support and coaching to teachers using designated curricula, including coaching on teaching strategies, help connecting to outside professional development opportunities, and assistance on leading classroom activities and lessons.
14. Serves as a member of the Comprehensive Plan Committee.
15. Attends monthly board of education meetings and other meetings/workshops, as assigned.
16. District Liaison for (Continuing Professional Education) CPE Council; responsible for all reports and attendance at Intermediate Unit 29 meetings.
17. Continuous collaboration with the school principals and Director of Special Education.
18. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the school.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information; seeing to read; ability to use fingers to pick, feel, and grasp objects; ability to use both hands for repetitive motion; some bending, stooping and twisting of the body; ability to lift and/or carry supplies and/or items weighing no more than 50-100 pounds; ability to stand, sit or walk/move throughout the work environment and outside the district

**MAHANoy AREA SCHOOL DISTRICT
COORDINATOR OF CURRICULUM AND ASSESSMENT (K-12)
JOB DESCRIPTION**

TERMS OF EMPLOYMENT:

Salary, work schedule, and other conditions of employment is in accordance with current and applicable policies/agreement. Work Schedule as Coordinator of Curriculum and Assessment. The school year is in conjunction with the teacher calendar. The Coordinator of Curriculum and Assessment will work an additional 10 days as needed but must be pre-approved by the Superintendent.

EVALUATION:

Performance of the job will be evaluated in accordance with Board Policy. Evaluation of the Coordinator of Curriculum and Assessment is separate from any required teaching performance in the classroom.

Mahanoy Area School District is an Equal Opportunity Employment, Educational/Service Organization.

The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned

Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

ADOPTIONS:

Originally adopted and Approved by Board of Directors on: **June 28, 2018**

Revised and Approved by Board of Directors on: _____