

HAMPTON TOWNSHIP SCHOOL DISTRICT
4591 SCHOOL DRIVE
ALLISON PARK, PENNSYLVANIA 15101
FEBRUARY 13, 2017 MINUTES

The Hampton Township Board of School Directors met on Monday, February 13, 2017 in the Dr. Harold Sarver Memorial Library at the Hampton Middle School, 4589 School Drive, Allison Park, PA.

Meeting

Attendance: Ms. Denise Balason, Mrs. Pam Lamagna, Mrs. Gail Litwiler, Mr. Robert Shages, Mr. Larry Vasko, Mr. Bryant Wesley, Dr. Michael Loughead and Dr. Rebecca Cunningham, Messrs. Jeffrey Kline and Patrick Clair along with a number of Hampton Township residents.

Attendance

Mrs. Mary Alice Hennessey and Mr. Greg Stein participated via teleconference.

Mrs. Cathy Lueers was absent from the meeting.

The meeting was called to order, followed by the Pledge of Allegiance. Mr. Bryant Wesley, President of the Board, served as Chairperson of the meeting. Mrs. Michelle Ambrose served as Recording Secretary.

Dr. Amy Kern addressed the Board and public stating that Central Elementary had a couple of projects and themes to highlight in this evening's presentation. Dr. Kern first noted that February is Black History Month. In honor of Black History Month, the Central Elementary 2nd Grade Classes worked on Cinquain Poems about an historic African American leader of their choosing. Dr. Kern stated that throughout the month the 2nd Grade Classes will continue to conduct further research and write an essay about their chosen historian.

Central
Elementary –
Board
Presentation

Dr. Amy Kern then introduced several Central Elementary 4th Grade students who, under the direction of both Mrs. Elizabeth Casey, Central Elementary Librarian/Media Specialist and Mrs. Lauren Mytinger, Central Elementary 4th Grade Teacher, highlighted the elementary science curriculum, specifically *Little Bits*. Dr. Kern indicated the *Little Bits* were purchased through a \$20,000 STEAM grant, and were utilized to further the students' learning of electrical circuits.

The students presented a few different types of the *Little Bits*, such as a self-driving car, a throwing arm and an art machine. The *Little Bits* completed each of their intended actions with the completed electrical circuits. The students stated that working with the *Little Bits* in groups was very interesting and allowed them the opportunity to problem solve together.

On behalf of Mrs. Hennessey, Ms. Balason and Dr. Loughead recognized District students for their accomplishments during the Student Awards presentation.

Student Awards

Ms. Balason and Dr. Loughead recognized a fourth grade student from Poff Elementary who participated in the 19th Tri-State Junior Open Chess Tournament, sponsored by the Chess Federation. The student won First Place in the Advanced Beginner Division in early January.

Tri-State Junior
Open Chess
Tournament

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Mr. Bryant Wesley opened the floor for public comment.

Comments

Mr. Mark Farabaugh, Hampton Township resident addressed the Board on Policy No. 005, "*Organization*." He stated the revised policy was on the agenda this evening for approval of the first reading. Mr. Farabaugh questioned the Board in regard to the wording on page 3, under Appointments. He read the section aloud "the Board shall annually appoint a qualified attorney as the solicitor for the District, who shall..." Mr. Farabaugh indicated that in the years he had attended meetings, he had never witnessed an annual appointment of the Solicitor's office. He stated the policy also outlines the appointments of the Treasurer and Secretary positions for which he could account for at the Board Meetings.

Clarification on Revised Policy No. 005, Appointment of District Solicitor

Mr. Patrick Clair addressed Mr. Farabaugh stating that the policy does not read with the intent of an annual voting appointment. He stated that "Attorney/Client Law" states an attorney works for their client until the client verbally ends the "contract." He stated that some districts will make an annual appointment while others follow the general law of attorney client relations.

Mr. Farabaugh asked that the policy be revised further to indicate the actual practice or procedure by the District. Mr. Shages stated that he would address this concern during the Policy/Legislative Affairs portion of the meeting.

Mr. Farabaugh stated that he would like to see further communication from the Board to the Hampton Township community in regard to Senate Bill 776 for Property Tax Reform. Mr. Farabaugh stated this piece of proposed legislation was disturbing, and that all citizens should be informed. He stated that Fox Chapel hosted a speaker and provided documentation on their website to inform not only district parents but the entire community. He requested that the Board present and share information as well.

Property Tax Reform – Pennsylvania Senate Bill

Mr. Shages agreed with Mr. Farabaugh on his concerns with the proposed legislation. He stated he would be able to provide further details in his Policy/Legislative Affairs Report. Mr. Wesley commented that an informative meeting had been discussed between the Board Members and Administration. He stated the Board Members discussed utilizing a Special Meeting to discuss, educate and inform the public of the proposed reform.

Upon motion by Mr. Vasko, seconded by Mrs. Litwiler and carried unanimously by voice vote, the Minutes from the January 16, 2017 Board of School Directors Voting Meeting were approved and incorporated into the official Minutes Book.

January 16, 2017 Minutes Approved

Upon motion by Mr. Shages, seconded by Mrs. Lamagna and carried unanimously by voice vote, the Board approved the following:

Payment of Bills

January 2017 General Fund 10 Disbursements totaling \$2,831,806.39
January 2017 Cafeteria Fund 50 Disbursements totaling \$277,214.42

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Upon motion by Mr. Shages, seconded by Mrs. Litwiler and carried unanimously by voice vote, the Board approved the December 2016 Treasurer's Report.	December 2016 Treasurer's Report
Upon motion by Mr. Shages, seconded by Mrs. Lamagna and carried unanimously by voice vote, the Board approved the December 2016 Student Activity Report.	December 2016 Student Activity Report
The following information was presented and/or action taken on items submitted by Mr. Wesley in the President's Report.	President's Report
Mr. Wesley stated that since the last meeting, the Board had met once in Executive Session to discuss legal and personnel matters.	Executive Session
Mr. Wesley extended his gratitude and acknowledge the District's Buildings and Grounds staff and the Administration and Faculty of Poff Elementary, for their immediate and attentive response to the plumbing issue that occurred inside the facility last week. He stated that during the immediate response to the situation and during the following days there had been little disruption to student's daily routine. He noted the District has been proactive to identify and address the cause of the backup. Mr. Wesley stated that Mr. Farino was present this evening to provide an in-depth update to the plumbing issue during the Facility Report.	Poff Sanitary Line Backup Issue
Mr. Wesley stated that he and Ms. Balason had a site visit at Poff this past Friday. He noted how pleased they were with the state of the building and the attention to the possible issues. Mr. Wesley stated the building was clean and facilities were open for use. Mr. Wesley again acknowledged the hard work of everyone involved.	
There was no Board Secretary's Report this evening.	Board Secretary's Report
There was no Solicitor's Report this evening.	Solicitor's Report
The following information was presented and/or action taken on items submitted by Dr. Loughead in the Superintendent's Report.	Superintendent's Report
Dr. Loughead stated the High School Forensics Team was having a remarkable season. He noted that on January 5, 2017 the team hosted a competition at the High School. Dr. Loughead stated the team has been through several competitions and has placed well at all. He noted the team's season will continue over the next few weeks. He wished them continued luck moving forward.	Forensics Team – Outstanding Season
Dr. Loughead announced that this is <i>Random Acts of Kindness Week</i> . Dr. Loughead reported that the High School and Middle School students are participating in different activities throughout the week to embrace the ideology. Dr. Loughead stated that some	Random Acts of Kindness – Chimney Swift

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High School students were involved in a joint project with both the Audubon Society and Chatham University to aid the community's Chimney Swift population. Dr. Loughead explained that Chimney Swifts are a species of bird that nests on vertical surfaces; such as chimneys. He indicated that, as neighborhoods are renovated, many chimneys have been demolished causing less nesting areas for the migrating birds. Dr. Loughead stated the students were tasked with building substitute structures to promote nesting in the Pittsburgh area. Dr. Loughead noted the nesting structures will be utilized at Chatham University's Eden Hall.

Joint Project

Dr. Loughead announced the Hampton Middle School's Drama Club will be hosting a theatrical event on February 23-24, 2017. The Drama Club will be performing a Ten Minute Play Festival. The show consists of multiple mini performances throughout the evening. Dr. Loughead stated he was looking forward to the event.

Middle School
Drama Club –
Ten Minute Play
Festival

Dr. Loughead also noted the multiple musical concerts coming up through the Spring season. Dr. Loughead encouraged everyone to attend any of these events hosted by the District's Arts Department.

Spring Concert
Season

Dr. Loughead reported the Competitive Cheer Team came in first place in WPIAL and third at PIAA Championships. Dr. Loughead stated the team will go on to compete in Nationals this weekend.

Competitive
Cheer Team –
Competing in
Nationals

Dr. Loughead noted that both the Girls' and Boys' Varsity Basketball teams are competing in WPIAL Championships.

Basketball Teams
Competing at
WPIAL's

Dr. Loughead stated the District's list of athletic accomplishments continue with multiple swimmers competing well. He noted the Wrestling Team's outstanding season is still going strong and the Hockey Team has a few games remaining in regular season with playoff sights hopeful. Dr. Loughead stated that overall the District's Winter Sports Season has been phenomenal.

Winter Sports
Season

Dr. Loughead announced that Mr. Ed McKaveney, Director of Technology, was nominated for CIO of the Year by the Pittsburgh Technology Council. Dr. Loughead stated that he and Dr. Cunningham planned on attending in support of Mr. McKaveney when the award was presented in March.

Mr. McKaveney,
Nominated CIO
of the Year

Dr. Loughead concluded his report with another announcement. He stated that Dr. Pellathy, Hampton High School Assistant Principal, was resigning at the end of the year. He indicated that Dr. Pellathy was leaving in support of his wife who received a once-in-a-lifetime job offer out of state. Dr. Loughead stated that Dr. Pellathy will graciously finish out the year with the District. He stated that, once his resignation was accepted by the Board, District Administration would begin the task of filling his vacancy. Dr. Loughead stated he wished the absolute best to the Pellathys on this new venture, and

Dr. Pellathy
Resigning at the
End of the Year

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stated again that Dr. Pellathy would be greatly missed here in the District.

The following information was presented and/or action taken on items submitted by Ms. Balason, of the Facilities Committee.

Facilities

Mr. Farino addressed the Board with an update to the sanitary line issue at Poff Elementary. Mr. Farino stated that throughout the last two weeks since the backup occurred, the District has worked to identify and rectify any potential causes to the District's portion of the sanitary line. Mr. Farino stated that the line is the original terracotta line from the 1960s. He noted that outside contractors, State Pipe and A-1 Sewer Cleaning were hired to clean and inspect the drains within the building's infrastructure out to the tie in with the Township's sanitary line. He stated that the exterior portion of the line had a video inspection completed today. Mr. Farino reported the inspection found roots from a maple tree had penetrated and significantly blocked the 6" sanitary line. He reported State Pipe used a drill bit and cut through the roots to clear the blockage.

Update on Poff
Elementary --
Sanitary Line
Backup Issue

Mr. Farino stated that today a technician from PSI was onsite at Poff Elementary as well. Mr. Farino reported that (3) swab tests for sewage screening were taken from the floor and (2) moisture swabs were conducted to the drywall and lower casework in the room. Mr. Farino was pleased to report that the moisture levels were negative at 0% moisture. He stated that the (3) other swabs would be sent off for testing and the results would be sent to him as soon as possible.

Mr. Farino stated that the District is presented with a few options moving forward. Mr. Farino reported that one vendor recommended a video inspection be completed at least every other year to ensure no further root blockages or damage occurs. Mr. Farino indicated another option may be to cut down the maple tree to eliminate the possibility of future root penetration. However, Mr. Farino stated that further investigation would need to be done to ensure the tree was not part of the memorial garden established for a prior student. Lastly, Mr. Farino noted that due to the age of the sanitary line, it may be prudent to investigate working with the Township to replace the entire line. Mr. Farino stated that the price for this project would be costly, though the benefits to an updated line would be worth the price.

The following information was presented and/or action taken on items submitted by Mrs. Lamagna, of the Personnel Committee.

Personnel

Upon motion by Mrs. Lamagna, seconded by Mrs. Litwiler and carried unanimously by voice vote, the Board approved Professional Employee status for Matthew Combi, High School Guidance Counselor, who has achieved tenure status, effective January 23, 2017.

Mr. Matthew
Combi,
Professional
Employee Status,
Tenure

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Upon motion by Mrs. Lamagna, seconded by Mrs. Litwiler and carried unanimously by voice vote, the Board approved Ms. Bridget Scherer, to continue as a Long-Term Substitute Grade 1 Teacher at Central Elementary School from February 15, 2017 through the remainder of the 2016-2017 School Year. Salary remains \$29,500, pro-rated. (Ms. Scherer is a long-term substitute for Mrs. Amber Griffith.)

Ms. Bridget
Scherer, LTS
Grade 1 Teacher,
Central

Upon motion by Mrs. Lamagna, seconded by Mrs. Litwiler and carried unanimously by voice vote, the Board approved Mrs. Sally Meyers, as a Long-Term Substitute World Language (French) Teacher at Hampton High School, from approximately January 31, 2017 through the remainder of the 2016-2017 school Year. Salary is \$29,500, pro-rated. (Mrs. Meyers is a long-term substitute for Mrs. Jessica Heranic.)

Mrs. Sally
Meyers, LTS
World Language
(French) Teacher,
HHS

Upon motion by Mrs. Lamagna, seconded by Mrs. Litwiler and carried unanimously by voice vote, the Board approved Ms. Catherine Potter, as a Building Substitute at Hampton High School, from February 3, 2017 through the remainder of the 2016-2017 School Year. Salary is \$20,000, pro-rated (Ms. Potter is replacing Ms. Samantha Curti.)

Ms. Catherine
Potter, Building
Substitute, HHS

Upon motion by Mrs. Lamagna, seconded by Mr. Shages and carried unanimously by voice vote, the Board approved Ms. Amy Carto, as a Building Substitute at Hampton Middle School, from February 13, 2017 through the remainder of the 2016-2017 School Year. Salary is \$20,000, pro-rated. (Ms. Carto is replacing Mr. Andrew Petruska.)

Ms. Amy Carto,
Building
Substitute, HMS

Upon motion by Mrs. Lamagna, seconded by Mrs. Litwiler and carried unanimously by voice vote, the Board approved Mrs. Cara Keller, as a Class 1-D Paraprofessional for the District, effective February 8, 2017. Salary is Year 2: \$16.37 per hour for the 60-day probationary period and \$16.62 per hour thereafter. (Mrs. Keller is replacing Mrs. Karen Roczko at Hampton Middle School.)

Mrs. Cara Keller,
Class 1-D
Paraprofessional,
HMS

Upon motion by Mrs. Lamagna, seconded by Mrs. Litwiler and carried unanimously by voice vote, the Board approved Ms. Sarah Kushnar, as a Long-Term Substitute Class 1-D Paraprofessional at Wyland Elementary School, effective January 25, 2017 through the remainder of the 2016-2017 School Year. Salary is \$13.50 per hour. (Ms. Kushnar is replacing Ms. Maria Frantz at Wyland Elementary School.)

Ms. Sarah
Kushnar, LTS
Class 1-D
Paraprofessional,
Wyland

Upon motion by Mrs. Lamagna, seconded by Mr. Shages and carried unanimously by voice vote, the Board approved Ms. Ashley Arlotti, as a Substitute Paraprofessional for the District, effective February 6, 2017.

Ms. Ashley
Arlotti, Substitute
Paraprofessional

Upon motion by Mrs. Lamagna, seconded by Mr. Shages and carried unanimously by voice vote, the Board approved Kristen Nock, a college student from Duquesne University, for technology support for the 2016-2017 School Year, at a salary of \$12.00 per-hour (utilizing Title II Funds), effective November 17, 2016.)

Technology
Intern

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Upon motion by Mrs. Lamagna, seconded by Mr. Shages and carried unanimously by voice vote, the Board approved the following Building/Coach Supplemental positions for the 2016-2017 School Year, at a rate of \$127 per point:

2016-2017
 Building/Coach
 Supplemental
 Positions

NAME	POSITION	BUILDING	POINTS	RANGE	TOTAL STIPEND
Gary Wilson	Baseball – Head Coach	HS	47	35/47	\$5,969
Daniel Hussar	Baseball – Assistant Coach	HS	34	30/38	\$4,318
Kellen Wheeler	Baseball – JV Coach	HS	38	30/38	\$4,826
Steve Swierczynski	Baseball – Assitant JV Coach	HS	32	24/32	\$4,064
Mike Susi	Baseball – MS Coach	MS	30	24/32	\$3,810
John Benca	Volunteer Baseball Coach				
Bruce Steckel	Volunteer Baseball Coach				
Jeff Yukevich	Volunteer Baseball Coach				
Ryan Gally	Volunteer Baseball Coach				
James Vollberg	Lacrosse – Boys’ Head Coach	HS	31	23/31	\$3,937
Sam Evans	Lacrosse – Boys’ Asst. Coach	HS	20	16/20	\$2,540
Mike Keuch	Volunteer Boys’ Lacrosse Coach	HS			
Luke Howell	Volunteer Boys’ Lacrosse Coach	HS			
Terrence Hales	Volunteer Boys’ Lacrosse Coach	HS			
Chris Geraud	Volunteer Boys’ Lacrosse Coach	HS			
Kelsey Viets	Lacrosse – Girls’ Head Coach	HS	31	23/31	\$3,937
Rachel (Geldard) Peabody	Lacrosse – Girls’ Asst. Coach	HS	20	16/20	\$2,540
Nate Meade	Volunteer Girls’ Lacrosse Coach				
Ron Fedell	Softball – Head Coach	HS	47	35/47	\$5,969

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Lynn Zdinak	Softball – Assistant Coach	HS	38	30/38	\$4,826
Pete Scanga	Softball – Middle School Coach	MS	28	20/28	\$3,556
Elizabeth Swartzwelder	Softball – Middle School Asst. Coach	MS	20	16/20	\$2,540
Mike Zdinak	Volunteer Softball Coach				
Derek Briknkley	Track – Head Coach	HS	53	41/53	\$6,731
Nick Panza	Track – 1 st Assistant Coach	HS	37	29/37	\$4,699
Jayne Beatty	Track – Assistant “A” Coach	HS	29	21/29	\$3,683
Joe Cangilla	Track – Assistant “B” Coach	HS	27	21/29	\$3,429
Heather Dietz	Track – Assistant “C” Coach	HS	22	18/22	\$2,794
Mary Bukovac	Track – Middle School Coach	MS	34	26/34	\$4,318
Ryan Scott	Track – MS Asst. “A” Coach	MS	19	15/19	\$2,413
Glenn Geary	Track – MS Asst. “B” Coach	MS	19	15/19	\$2,413
Dave Sheets	Track – MS Asst. “C” Coach	MS	19	15/19	\$2,413
Leonard Verdetto	Track – MS Ast. “D” Coach	MS	17	15/17	\$2,159
Grant McKinney	Tennis – Boys’ Head Coach	HS	33	26/33	\$4,191
Sean Malon	Volunteer Tennis Coach	HS			

Upon motion by Mrs. Lamagna, seconded by Mr. Shages and carried unanimously by voice vote, the Board approved Mrs. Cassandra Truden-McHugh, to continue as a Building Substitute at Central Elementary School, from February 16, 2017 through the remainder of the 2016-2017 School Year. Salary continues at \$20,000, pro-rated.

Mrs. Cassandra Truden-McHugh,
 Building Substitute,
 Central

Upon motion by Mrs. Lamagna, seconded by Mr. Shages and carried unanimously by voice vote, the Board approved Ms. Renee Watterson, as a substitute custodian for the District effective February 13, 2017.

Ms. Renee Watterson,
 Substitute Custodian

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The following information was presented and/or action taken on items submitted by Mrs. Litwiler, of the Educational Programs Committee.

Educational
Programs

Upon motion by Mrs. Litwiler, seconded by Mrs. Lamagna and carried unanimously by voice vote, the Board approved the 2017-2018 District School Calendar

2017-2018
District School
Calendar

Upon motion by Mrs. Litwiler, seconded by Mrs. Lamagna and carried unanimously by voice vote, the Board approved the 2017-2018 HMS Program of Studies as amended.

2017-2018 HMS
POS

Upon motion by Mr. Stein, seconded by Mrs. Litwiler and carried unanimously by voice vote, the Board approved payment of an additional \$655.87 to Alan November to cover his travel expenses.

Alan November,
Travel Expenses

The following information was presented and/or action taken on items submitted by Mrs. Hennessey, of the Student Affairs Committee.

Student Affairs

Upon motion by Mrs. Hennessey, seconded by Mrs. Litwiler and carried unanimously by voice vote, the Board approved the HHS Wind Ensemble trip for students to attend the PMEA State Conference, Erie, PA on April 20, 2017, at a cost not to exceed \$1,025, to help defray costs of transportation.

Wind Ensemble
to PMEA State
Conference, Erie
PA

Upon motion by Mrs. Hennessey, seconded by Mr. Stein and carried unanimously by voice vote, the Board approved the Memorandum of Understanding between Hampton Township School District and the YMCA of Greater Pittsburgh pertaining to the Hampton Township Community Education Pilot Program.

MOU – HTSD
and YMCA –
Hampton
Township
Community
Education
Program

Upon motion by Mrs. Hennessey, seconded by Mrs. Litwiler and carried unanimously by voice vote, the Board approved the Memorandum of Understanding between Hampton Township School District and the University of Pittsburgh of increased services with the Maximizing Adolescent Potential (MAP) program, not to exceed \$12,510. (Program cost to be paid from Ready to Learn Grant funding.)

MOU – HTSD
and PITT –
Maximizing
Adolescent
Potential
Program

Upon motion by Mrs. Hennessey, seconded by Mrs. Lamagna and carried unanimously by voice vote, the Board approved the Wyland PTO to be recognized as a Civic and Service Association within the definitions contained in the Local Option Small Games of Chance Act (Act 195 of 1990).

Wyland – Small
Games of Chance
Resolution

Upon motion by Mrs. Hennessey, seconded by Mrs. Lamagna and carried unanimously by voice vote, the Board approved the Creative Arts and Theater Support (CATS) to be

CATS – Small
Games of Chance

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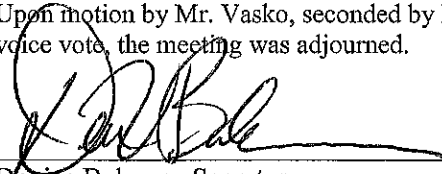
<p>recognized as a Civic and Service Association within the definitions contained in the Local Option Small Games of Chance Act (Act 195 of 1990).</p>	<p>Resolution</p>
<p>There was no Technology report this evening.</p>	<p>Technology</p>
<p>The following information was presented and/or action taken on items submitted by Mr. Vasko, of the Finance Committee.</p>	<p>Finance</p>
<p>Upon motion by Mr. Vasko, seconded by Mrs. Lamagna and carried unanimously by voice vote, the Board approved the engagement of Piper Jaffray & Company as underwriter for the potential current refunding of the District's 2006B bonds.</p>	<p>Piper Jaffray, Underwriter for 2006B Bond Series</p>
<p>Upon motion by Mr. Vasko, seconded by Mrs. Lamagna and carried unanimously by voice vote, the Board approved the Budget Transfers totaling \$1,503.66 for the following:</p> <ul style="list-style-type: none"> • HHS Library Supplies \$1,273.78 • Poff General Supplies \$ 126.89 • Poff Nursing Repairs \$ 102.99 	<p>Budget Transfers</p>
<p>The following information was presented and/or action taken on items submitted by Mr. Shages, of the Policy/ Legislative Affairs Committee.</p>	<p>Policy/ Legislative Affairs</p>
<p>Upon motion by Mr. Shages, seconded by Mrs. Litwiler and carried unanimously by voice vote, the Board approved the first reading of revised Policy No. 005 – <i>Organization</i>.</p>	<p>First Reading, Policy No. 005</p>
<p>There was no Transportation report this evening.</p>	<p>Transportation</p>
<p>The following information was presented and/or action taken on items submitted by Mr. Vasko in the A. W. Beattie Career Center Report.</p>	<p>A.W. Beattie Report</p>
<p>Mr. Vasko stated the closure of Beattie's Daycare Center "Kiddie Tech" has been tabled temporarily. He reported that parents and community members approached the JOC to reconsider the closer. The parents indicated they would be willing to help brainstorm ideas to keep the facility open. Mr. Vasko reported a committee was formed with members from the JOC, A.W. Beattie Administration, parents and community residents. The committee is looking into ways to subsidize the cost of the center.</p>	<p>Kiddie Tech Closing Tabled</p>
<p>The following information was presented and/or action taken on items submitted by Ms. Balason, on behalf of Mrs. Lueers in the HAEE Report.</p>	<p>HAEE Report</p>
<p>Ms. Balason stated that she would be attending the HAEE Board Meeting this Thursday in place of Mrs. Lueers who will be unavailable.</p>	<p>Ms. Balason to Attend February</p>

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HAEE Meeting

Upon motion by Mr. Vasko, seconded by Mrs. Lamagna and carried unanimously by voice vote, the meeting was adjourned.

Adjournment



Denise Balason, Secretary