



WORK SESSION

02/03/2025 [07:00 PM-09:00 PM]

WORK SESSION

1. Call to Order

Minutes

Mrs. Gurgiolo called the meeting to order at 7:00 p.m. with the pledge to the flag.

2. Pledge of Allegiance

3. Roll Call

Minutes

Melanie Gurgiolo (President), Meredith Bowen, Neil Connelly (Vice President), Melissa Howard, Greg Lamay, Karen Mallah, Dan Serfass (Superintendent) and Kerry Martin (Secretary).

Mrs. Buchs, Mr. Gale, and Mr. McInroy were not present.

Community/Staff Attendees are available on the attached list.

4. Remarks

4.a. President

Minutes

Mrs. Gurgiolo shared that the Bocce team has a match on Wednesday against Hershey and that the team will have a field trip on Friday for the Polar Plunge to raise funds for Special Olympics. She pointed out that the team has raised \$1,900 and are second in the area in fundraising. Links will be provided to the community to donate in an upcoming Blackboard message.

4.b. Superintendent

Minutes

Mr. Serfass shared that Administration is looking ahead to the weather forecast on Thursday and pointed out that there is one more traditional snow day built into the school year. He shared that Della Hawkins was named the WHP Scholar Athlete of the Year award and that Drew Branstetter was among the

recipients of the Mini Max Award from the Maxwell Football Club. He shared that the Camp Hill Wrestling Team qualified for the District dual meet at the highest seed in program history and that they hosted against Big Spring with a tied match with Camp Hill winning based on criteria.

He shared that the fifth graders presented their musical Seussical last weekend to high praise and that the District is looking forward to the high school presentation of Charlie Brown in March.

Mr. Serfass provided an update on the K-5 Class Size Guidelines meeting last week and shared that the meeting was productive and that we are moving forward in the process. He shared that all stakeholders, including parents, teachers, administrators, and Board members were engaged fully in the analysis. He shared that the resulting draft policy and AR will be processed through administrative review, Policy Committee, and eventually to Board review over the next few months.

Mr. Serfass also shared that the Lion Foundation held their annual gala on January 25th with over 200 attendees. He also highlighted the Volunteer Fair held on January 20th with many community members and groups attending to provide a variety of volunteer and engagement opportunities and shared that community members and faculty also gathered donations of toiletries and household items. The Faculty vs. Faculty basketball game to raise funds for mini-THON is scheduled for February 13th and that this year it will be our faculty versus our faculty.

5. Information Only

5.a. Student Liaison Report to the Board

Minutes

Mr. Baturin shared his student liaison report with the Board.

5.b. Boyer & Ritter 2023-24 Audit Presentation

Minutes

Ms. Davidson, Director at Boyer & Ritter, shared the various government requirements for the annual audit and shared the scope of the audit to include fund financial statements and government-wide financial statements. She explained the process of the audit to identify risk areas and review reports and documents covering those risk areas. She reviewed the first audit report--the Independent Auditor's Report which includes audit standards and auditor's opinion. She shared that this was a clean audit. She then discussed the second report--Independent Auditor's Report on Internal Controls over Financial Reporting, Compliance, and Other Matters. She pointed out that although there are two overall findings of one material weakness and one significant deficiency, she pointed out that the cleanup has improved significantly and that she anticipates these findings coming off moving forward as the deficiencies are fixed and shared that these deficiencies did not impact funding. She then discussed the third report--Independent Auditor's Report on Compliance for Each Major Federal Program and Internal Control Over Compliance--and shared that this focused on ESSER funding this year. She shared that this was a clean report.

Ms. Davidson presented highlights from the financial statements including general fund results with both revenue and expenditures coming in over budget with the overall results more favorable to the District than what was budgeted. She reviewed the food service fund results and pointed out that it is not unusual in schools to see a negative fund balance for food service. She also reviewed the government-wide financial statement. She also highlighted the management comments letter which outlines upcoming

standards changes, including those impacting the calculations for compensated absences, and reviewed the required auditor's communication letter to the Board which confirms that the audit went well overall.

Mrs. Gurgiolo asked about the cafeteria fund and the increase in its deficit since the 2023-24 school year. Mrs. Martin shared that it might have to do with increased food costs this year. Ms. Davidson shared that the liabilities of OPEB and pension can impact expenses in the food service fund specifically. Mrs. Gurgiolo asked if the District needs to go back to review food service finances prior to COVID to assist with food service budgeting moving forward. Mrs. Martin shared that cafeteria is handled differently than the rest of the budget and that there has not been a food service budget in the past. Ms. Davidson shared that the General Fund often has to support the cafeteria and that the Giant Company money can also help but that this would need to be considered moving forward.

Mr. Connelly asked what needs to be filed for the audit moving forward. Ms. Davidson shared that the audit will be filed with the Federal Audit Clearinghouse but that it will not require a deeper level of explanation based on the findings and that she does not anticipate any impact to District funding.

Mr. Lamay pointed out that the Board voted in June to increase the cost of lunches for students and that should impact the food service deficit for the 2024-25 school year.

5.c. Adult ELL Community Registration Day at District Office

Minutes

Mr. Serfass shared that the District presented an update on the Adult English Language Learner (ELL) program to the Community Engagement Committee. He shared that the Adult ELL course continues at Trinity and that another session will be held in the Spring. Early Registration will be held at the Camp Hill School District Office on February 19th.

5.d. ILAs Purchased by The Lion Foundation

Minutes

Ms. Reely shared information about the Instant Language Assistants funded by the Lion Foundation and indicated that a grant was approved to allow there to be one at every building in the District. Mrs. Gurgiolo shared that the device allows someone to speak into it and it translates directly for you.

5.e. CAC for DEI Project / Event Planning Process

Minutes

Ms. Reely shared that the District is working to streamline communication and processes between the District and the CAC for DEI for future events. She pointed out that the District and the CAC for DEI members will meet about all events moving forward to ensure that the District understands and can provide the supports needed for the event to be successful. She also shared with the Board a communication flow chart that will be used moving forward.

Mrs. Gurgiolo shared her gratitude for the work on this.

5.f. MLK Day Jr. Day of Service / Black History Month Essay Contest

Minutes

Ms. Reely shared that more than 100 people attended the MLK Jr. Day of Service event with many groups in attendance to share volunteer opportunities, donate toiletries, and participate in a service project.

6. Report of Committees

6.a. Athletic (Mr. Gale)

Minutes

Mrs. Gurgiolo shared that there was no January Athletic Committee meeting and that the next meeting is scheduled for March 13th.

6.b. Budget and Finance/Personnel (Mrs. Buchs)

Minutes

Mrs. Gurgiolo shared that the Budget and Finance/Personnel Committee met on January 28th and that the minutes are attached. Ms. Bowen shared that many of the items discussed are included on this evening's agenda. Mr. Lamay highlighted the \$178,000 surplus from the 2023-24 school year with the 1.5% tax increase that year.

6.c. Building and Grounds (Mr. Lamay)

Minutes

Ms. Howard shared that the Committee discussed the investigations into the Board room acoustics and shared that the District will begin experimenting with low-cost improvements for sound quality. She shared that they also discussed the donations for baseball, band, and soccer; the purchase of a turf groomer to be funded by the Lion Foundation; the MOU with the Police Department; and capital planning and a five-year capital plan.

Mrs. Gurgiolo pointed out that the 2023-24 surplus could be moved into the Capital Projects fund. Mrs. Martin confirmed that that was the recommendation of administration.

Mr. Lamay asked if the improvements to the Board room can be budgeted just in case the higher-cost options would be needed. Mr. Serfass shared that administration wants to move forward with technology, including discussions with a new vendor, first but that additional possibilities could be included in budgeting and planning moving forward.

6.d. Community Engagement/Governmental Relations (Dr. Mallah)

Minutes

Dr. Mallah shared information on the discussions about the event planning flow chart and form to assist the CAC for DEI in planning events. She shared information about the annual Black History Month art, poetry, and essay contest underway with submissions due by the end of the month. She shared that the submissions will then be reviewed by the CAC for DEI with results presented at the March Board meeting. She also shared information about a potential event in May around World Culture Day.

Dr. Mallah also shared that the Black History Month contest was expanded beyond just that surrounding Martin Luther King, Jr., and shared that a family member was a Tuskegee Airman.

6.e. Curriculum and Extracurricular Activities (Mr. Connelly)

Minutes

Mr. Connelly shared that the Committee met on January 16th and that the major items discussed will be brought forward for discussion later tonight. He shared that Leader In Me is still in progress and will be brought forward in the future.

6.f. Policy (Mr. McInroy)

Minutes

Mr. Connelly shared that the minutes from the January 13th Policy Committee meeting are attached. He highlighted the general guidelines from retreat that were discussed and will be incorporated into the Handbook moving forward.

7. Policies

Minutes

Mr. Serfass shared that Policy 106 Guides for Planned Courses and Policy 107 Adoption of Planned Courses were discussed at the January Policy Committee meeting and are being brought forward as a first read.

He also shared that the guidelines for school board general protocols and ideal practices were discussed in accordance with CHSD Policy 011 Principles for Governance and Leadership and that their approval is able to be streamlined and will be included for approval at next week's Board meeting.

8. ELA Pilots

Minutes

Dr. Borrelli shared that the District is moving forward with reviewing products for ELA programs with a committee of grade level representatives, Special Education Instructional Advisor, Reading Specialists, and Elementary Principals. He shared that the pilots will allow them to compare the options and decide what to move forward with for Board approval and implementation in the 2025-26 school year.

9. Dual Enrollment Agreement - Elizabethtown College

Minutes

Dr. Borrelli shared that the Dual Enrollment Agreement will allow students to dual enroll either in person or online at Elizabethtown College and pointed out that one student is already interested. Mrs. Gurgiolo shared that there is no cost to the District. Dr. Borrelli shared that the cost for the student is significantly decreased for the student who is enrolled through the program.

10. Student Youth and Government Club Overnight Trip

Minutes

Dr. Borrelli shared information about the Student Youth and Government Club overnight trip and pointed out that it is an annual trip. He shared that there is no cost to the District for the trip and that funds from fundraising and the Lion Foundation both support the cost of the trip.

11. PA Lifesharing Services Agreement 24-25

Minutes

Ms. Reely shared information about the 2024-25 PA Lifesharing Services Agreement and indicated that nursing services are needed for a student with need of a 1-to-1 nurse. She shared that the cost is budgeted but the previous agency was unable to provide sufficiently reliable staffing. Ms. Reely pointed out that the agency would also provide an additional resource for substitute nurses to cover for our District nurses when they need to be out.

Ms. Howard pointed out the need to update the District information in some parts of the contract.

12. Speech Language Pathologist Contract

Minutes

Ms. Reely shared information about the agreement with Hello Therapy, LLC, to cover an absence for the Grades 3-12 Speech & Language Pathologist with a potential budget impact of \$22,000, which has already been budgeted in the Student Services budget for the current school year.

13. CPACTC Budget (requires a roll call vote)

Minutes

Mrs. Martin shared information about the CPACTC budget, which needs to be approved annually by roll call vote. She pointed out pages 9 & 10 of the budget which shows the increase in the number of students from the District attending the CPACTC which causes the increase in costs to the District. She shared that the increase in cost will be incorporated into the budget for the 2025-26 school year.

Mr. Lamay shared that the fee charged is based on the five-year rolling average enrollment and that the costs should level out moving forward as the District approaches its annual allotment of seats. Mrs. Howard asked for clarification on the student quota. Mr. Lamay shared that each District has an allotted number of students based on the size of the District and the subject areas chosen by students.

Mr. Serfass shared that the District has scheduled the new Director of the CPACTC to present at a future Board meeting and that he will likely bring along students as well.

14. Donations

Minutes

Mrs. Martin shared information about donations made to the District to benefit the CHSD baseball teams, band, and soccer. She pointed out that Mr. June and Mr. Spiegel have recommended specific items to be purchased using some of the donated funds for use in the 2024-25 school year and that those items will be brought forward next week for Board approval.

Mrs. Gurgiolo asked about the shed and if the Recreation Department is contributing toward its cost. Mrs. Martin shared that the Soccer Club is affiliated with the Recreation Department. Mr. Serfass pointed out that they share much of the equipment.

Mr. Connelly asked about who will be pulling the band trailer. Mrs. Martin shared that the District was able to outfit an existing District truck to be able to pull the trailer at a reasonable cost. Mr. Serfass shared that several band parents hold a CDL license and will pull the trailer.

15. Band Trailer Agreement

Minutes

Mrs. Martin shared that the attached agreement regarding the band trailer memorializes the agreement and discussion between the Band Boosters and the District. She indicated that the District will provide insurance and maintenance, and that the Band Boosters will be responsible for transporting the trailer to maintenance and inspection appointments and will move the trailer as needed so District staff does not need to transport the trailer. She shared that the agreement was reviewed by the District Solicitor.

Mr. Lamay recommended the incorporation of a renewal timeline for the agreement to ensure that the agreement continues even as current band students graduate. Mrs. Martin shared that administration will review that possibility.

16. CHPD Memorandum of Understanding

Minutes

Mrs. Martin shared that under Chapter 10 Safe Schools, school districts must have an MOU with their local police departments that must be reviewed biannually. She shared that the MOU has been reviewed by the District Solicitor, who confirmed there are no substantive changes needed.

17. GASB 75 Valuation and Related Services Agreement

Minutes

Mrs. Martin shared that actuarial evaluations are required to determine how much value an employee's benefits have following their time of employment. She shared that the cost of the service will increase by \$150.00 over the 2024-25 school year costs.

18. 2025-2026 School Calendar

Minutes

Mrs. Gurgiolo shared that administration recommends approval of the attached school calendar. She pointed out that parents and community members will be excited to have this out as soon as possible. Mr. Serfass highlighted the two-week winter break.

19. Personnel Report

Minutes

Mrs. Russell reviewed the draft personnel report and highlighted additions to the Substitute Administrative Assistant list and the new nurse who will be starting at Hoover and the new Paraprofessional at Eisenhower. She shared that there is one special education paraprofessional position open. Mrs. Russell also reviewed the draft Spring Athletics report and shared that all positions are currently filled with some volunteer changes to be anticipated.

Mrs. Russell shared the recipients of the January 2025 Lion Pride Excellence Award Winners:

- Dionis Collado, Custodian at Eisenhower Elementary

- Dena Higgins, Certified School Nurse at Camp Hill Middle/High School
- David Jutkus, Elementary Physical Education Teacher at Hoover and Eisenhower Elementary
- Peggy Kinney-McHugh, Spanish Teacher at Camp Hill Middle/High School

Mrs. Gurgiolo gave a shout out to Mrs. Russell for bringing the program to staff members.

20. Public Session for Comment

Minutes

Mr. Connelly read the Public Comment guidelines.

1. Pamela Greenwood - made comments regarding the future of Latin in the District.
2. Tom Murphy - made comments regarding the Latin program.
3. Mary Kane - expressed support for the Latin program at Camp Hill.
4. Thomas Ericksen - commented in support of the Latin program.
5. Jack Ericksen - commented in support of the Latin program and reinstatement of the language exploratory course.

Mr. Serfass commented that the Latin program will be included for discussion at an upcoming Curriculum Committee meeting. He also pointed out that the exploratory language course stopped running at the request of the World Language Department to allow them to incorporate Level 5 language classes into the District's language programs.

21. Adjournment

Minutes

Mr. McInroy motioned for adjournment, Mr. Lamay seconded. Mrs. Gurgiolo adjourned meeting at 7:55 PM.

In-person attendees:

Dr. Borrelli

Ms. Reely

Mrs. Ivey

Mrs. Rhinehart

Mrs. Russell

Jaclyn Davidson

Beth Nonemaker

Alex Baturin

Betsy Gayner

Online Attendees:

Tom Murphy

Mary Kane

Jack Ericksen

Pamela Greenwood

Travis Kreider

Thomas Ericksen

Heather Lister

Sharon Hanson

Micki Kautz

Eisenhower Special Education Team

Scott

CM