



WORK SESSION

05/05/2025 [07:00 PM-09:00 PM] @ 418 S. 24th Street Camp Hill PA 17011

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, Josceylon Buchs, Neil Connelly (Vice President), Randall Gale, Greg Lamay, Karen Mallah, Geoffrey McInroy, Dan Serfass (Superintendent) and Kerry Martin (Secretary).

Mrs. Howard was not present.

Community/Staff Attendees are available on the attached list.

4. Remarks

4.a. President

Minutes

Mrs. Gurgiolo shared that an Executive Session was held prior to this evening's meeting to discuss personnel and legal matters. She also highlighted the upcoming Camp Hill Cultural Heritage Fair on May 22nd from 5-7 PM at the Middle School/High School. She shared that about 18 families have signed up to bring information about culture from their countries of origin. She gave a shout out to the small committee comprised of members of the Community Engagement Committee, the Community Advisory Committee, teachers, and community members who are working to plan the event. Mr. Connelly asked for clarification on the location. Mrs. Gurgiolo shared that the event is at the Middle School/High School cafeteria and pointed out that there will be music, art, posters, and many other things available for attendees to experience. She shared that participants have received information about policies and guidelines to inform their participation in the event.

4.b. Superintendent

Minutes

Mr. Serfass shared that this week is Teacher Appreciation week and expressed thanks to the teachers, counselors, school nurses, and administrators for all they do to support student success in the District.

He also shared that the District worked in coordination with Camp Hill Police and Camp Hill Borough Council to hold the second annual Crossing Guard Appreciation Luncheon on April 25th and expressed thanks for Board members' attendance. He expressed appreciation for what the crossing guards do to keep students safe. Mr. Serfass shared that on Saturday, the District hosted the Central Pennsylvania Special Olympics at Siebert Park and shared that it was a great event.

Mr. Serfass shared that he will be joining PASA, PASBO, and other superintendents at Advocacy Day at the Capital on May 6th and will be joining in advocacy for essential funding and policy reform in public schools, including cyber charter reform. He shared that the District makes available a cyber or distance learning option that is more financially efficient and more effective for students than through cyber charter schools. He shared that the District currently spends about \$8,000 per Lion Academy student compared to the \$17,183 spent for a regular education student and \$37,470 for a special education student in cyber charter. Mr. Connelly expressed his thanks to Mr. Serfass for participating in this event.

5. Information Only

5.a. Student Liaison Report to the Board

Minutes

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

Mr. Connelly pointed out that this meeting will be Mr. Baturin's last Board meeting as student liaison as he is graduating this year and expressed thanks to Mr. Baturin for his time reporting to the Board. Mrs. Gurgiolo shared that the Board will miss him and wished him the best in his future endeavors.

5.b. Special Education Monitoring Update

Minutes

Ms. Reely shared that the final closeout for the Special Education cyclical monitoring was completed in April and expressed her thanks to Dana Miller, Alexis Ridolfi, and Anna Grove for their support through the process. She shared that there was no corrective action outside of minor corrections that were completed as of April. She pointed out that the Special Education plan is due next year.

Mr. Connelly recognized the work that the team has done.

5.c. CPACTC Project Payment Update

Minutes

Mrs. Martin provided an update on the CPACTC project payments. She shared that the original District portion of the project was \$480,680.55 with the first payment of \$240,340.28 made in July 2024. She shared that when the project was restarted, CPACTC requested the second payment, which was reduced to \$232,723.23 as a result of \$7,617.04 earned in interest on the first payment while the project was stalled. She shared that, as a result, the direct costs to the District for the project decreased.

6. Report of Committees

6.a. Athletic (Mr. Gale)

Minutes

Mr. Gale shared that there was no April Athletic Committee meeting and the next meeting will be on May 15th at 12:00 PM.

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

Minutes

Mrs. Buchs shared that the minutes from the April 29th Committee meeting are attached and the next meeting is scheduled for May 28th at 8:00 AM. Mrs. Buchs shared that many of the big items discussed at the meeting will be discussed this evening, including the MOU for the School Resource Officer. She pointed out the exoneration of the tax collector and pointed out the 38 unpaid bills that will be sent out to collections. Mrs. Buchs compared the total amount owed with the anticipated deficit in the 2025-26 budget year.

Mrs. Buchs expressed her thanks to Mrs. Martin and the administration for their work on the proposed budget. Mrs. Buchs shared that Mrs. Russell will be discussing a proposed absence management system.

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

Minutes

Mr. Lamay shared that there was no April Building & Grounds Committee meeting and that an update was sent to the Committee on summer projects. He expressed thanks to the Buildings and Grounds Department for their work.

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

Minutes

Dr. Mallah shared that there was no April Community Engagement/Governmental Relations Committee meeting and that the next meeting will be on May 22nd at noon.

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

Minutes

Mr. Connelly shared that minutes from the April 24th Committee meeting are attached. He shared that, in addition to Ms. Reely's presentation regarding the special education monitoring, Dr. Borrelli discussed upcoming ELA curriculum purchases that will not affect the operational budget and the cyclical department curriculum updates. He shared that there will be some items coming forward for discussion tonight.

6.f. Policy (Mr. McInroy)

Minutes

Mr. McInroy shared that the Committee meeting minutes are attached and the next meeting is scheduled for May 12th at 6:00 PM.

7. Policies

7.a. First Read

Minutes

Mrs. Ivey shared that Policy 126 Class Size, Policy 212 Reporting Student Progress, and Policy 335 Family and Medical Leaves are being brought forward this evening as a first read. She pointed out that the policies were all reviewed by PSBA, District administration, and the Policy Committee. Mrs. Ivey highlighted that the Class Size Guidelines were approved last month and are now included in the Policy Manual online. She shared that Policy 213 Assessment of Student Progress and Policy 241 College in the High School/Dual Enrollment/Advanced College Placement are being recommended for retirement by PSBA. She shared that the retirements are being recommended as the language is addressed in other policies.

7.b. Second Read

Minutes

Mrs. Ivey shared that Policy 118 Independent Study, Policy 124 Alternative Instruction and Credit Recovery, and Policy 127 Assessment System were discussed at the March Policy Committee meeting and were brought forward to the April Work Session for a first read. She shared that, to date, there has been no public comment, and they are being brought forward tonight as a second read.

Mrs. Ivey shared that Policy 225 Relations with Law Enforcement Agencies, Policy 316 Nontenured Employees, Policy 826 Health Insurance Portability and Accountability, and Policy 919 District/School Report Cards are being recommended for retirement and that no public comment has been received to date.

8. Disposal of Items - Special Education Resources

Minutes

Mr. Serfass shared that Administration is recommending disposal of several special education materials and teacher manuals that are out-of-date or no longer in use.

9. Affiliation Agreement - Millersville University

Minutes

Mr. Serfass shared that Administration recommends approval of the Affiliation Agreement with Millersville University to allow Millersville student teachers or interns to be accepted in the District under Board Policy 307.

10. PAYS Survey

Minutes

Mr. Serfass shared that the PAYS survey has been conducted every two years for grades 6, 8, 10, and 12. He shared that the survey asks students about school climate, violence, depression, bullying, and

substance abuse. He shared that the District uses the survey results to inform SAP team retreat discussions and that the last survey was conducted in the District in the fall of 2023.

Mrs. Gurgiolo asked if families may opt their students out of the survey. Mr. Serfass shared that parents will receive information about the survey and instructions on how to opt out.

Mr. Lamay asked what data has been gathered that has affected programs or intervention methods. Mr. Serfass shared that the District reviews the surveys to see if the changes made are making a difference and shared that the District initiated the school-based counseling program due to the survey results. He shared that the SAP team reviews the results extensively at their retreat and shared that the survey is valuable. Mr. Lamay asked about the impact on drug-related incidents in schools. Mr. Serfass shared that he is not able to specify the results and highlighted that community-wide efforts are needed to impact change. Mr. Serfass shared that the results led to a previous effort to share results with families through a Town Hall Meeting.

Mr. Connelly shared that the PAYS survey results inform his priorities as a Board member.

Mr. Lamay asked about the resources allocated to the survey. Mr. Serfass shared that there is impact to instructional time which Administration attempts to limit and pointed out that the results do impact allocation of PCCD grant funding.

11. Group-Sponsored Exchange Program

Minutes

Mr. Serfass shared that Administration recommends approval of the partnership with Student Travel Services (STS) Foundation as a sponsored exchange program for the purposes of placement of an exchange student in the District.

12. Exchange Student

Minutes

Mr. Serfass shared that a District family wishes to host a J-1 visa exchange student from Germany for the 2025-26 school year and would like to move forward with the placement process.

Mrs. Gurgiolo says that it is interesting that the Board must approve the exchange student and highlighted the requirement for families moving forward.

Mr. Lamay shared that he is supportive of the exchange student and highlighted some of the administrative requirements, including that a student not require ELD services. He also discussed the indirect costs of the exchange student, including not receiving tuition from the exchange student. He pointed out the time and administration responsibilities can impact the District indirectly.

Mr. Gale highlighted the cultural benefit of having an exchange student.

13. School Resource Officer Memorandum of Understanding (SRO MOU) 2025-2028

Minutes

Mr. Serfass shared that Administration is recommending approval of the School Resource Officer Memorandum of Understanding renewal for 2025-2028 pending approval of the Borough Council in June. He shared that the budget impact is \$596.03 per day up to 190 days for the first year, which is approximately \$113,245.70 with a 3% increase assumed for subsequent years.

Mrs. Gurgiolo pointed out that the expense is shared with the Borough. Mr. Serfass highlighted that the District pays for the 190 days. Mrs. Gurgiolo clarified that the Borough pays for the additional days when school is not in session.

14. Exoneration of Tax Collector 2024-2025

Minutes

Mrs. Martin shared that the District had moved away from this process in previous years, but that Administration is recommending that the District return to completing this process each year. She shared that Administration is recommending exoneration of the tax collector for the collection of 38 real estate bills totaling \$263,515.92 and 1,843 per capita bills totaling \$27,645.00 and that the District would then turn those bills over to the Tax Claim Bureau and Statewide Tax collection for collection of the unpaid taxes.

Mrs. Martin shared that the Budget, Finance, and Personnel Committee discussed the uncollected taxes at the previous Committee meeting, and she reviewed the historical trends of uncollected taxes in the District. Mrs. Martin shared that the District does not budget to the full amount of the 4% increase but instead to the 97.4% of taxes that the District usually collects with a separate revenue line item for delinquent tax bills collected. She pointed out that real estate taxes are usually collected more completely because there are more repercussions for unpaid real estate bills than for unpaid per capita tax bills.

Mr. Gale expressed surprise at how many people do not pay their owed taxes. Mrs. Martin shared that the District does a lot of work to track residents with unpaid bills and shared that they identify residents who have passed away or moved out of the District to have the most correct list possible. Mr. Lamay pointed out the impact of students moving out of the District following college and discussed whether those who are moving out know that they need to notify the District. Mrs. Martin shared that she gets information from the High School about students graduating to get them on the rolls.

Mrs. Bowen asked what the age is that residents need to pay the per capita tax. Mrs. Martin shared that it is at age 18.

Dr. Mallah shared that proof is required to get off of the per capita tax rolls, and Mrs. Martin confirmed that there is a specific list of approved documentation needed to make the change.

Mrs. Gurgiolo asked if the District has ever been able to catch up to the amount of taxes missing. Mrs. Martin shared that some delinquent real estate taxes have been collected this year but that the District has not been able to collect on the per capita tax fully due to the limited repercussions for unpaid taxes.

Mr. Connelly asked how the per capita taxes are collected. Mrs. Martin shared that residents receive a bill with their real estate tax bill.

Mr. Lamay asked about incentivizing the tax collector to do extra work to recover unpaid taxes before it goes to Statewide. Mrs. Martin shared that she will look into what we can do.

15. Milk Bid 2025-2026

Minutes

Mrs. Martin shared that Mrs. Grim put a bid out for milk for the 2025-26 school year and received one bid back from Swiss Premium Dairy, the current vendor. She shared that it is an increase over last year, depending on amount actually sold, due to the increase in the cost of milk.

16. 2025-2026 Proposed Final Budget

Minutes

Mrs. Martin reviewed the fund balances as of the end of the 2023-24 school year and shared that some budget items have already changed since the Budget, Finance, and Personnel Committee meeting and highlighted changes as a result of the CPACTC project.

She reviewed the Administration's recommendation to increase taxes to the Index of 4.0% and highlighted the fund balance expenses of the ELA curriculum purchase (\$160,000) and the Giant Food Insecurity funds (\$11,000). She also shared that Administration is recommending the transfer of the 2023-24 school year surplus (\$178,579) to Capital projects.

Mrs. Martin highlighted the increases in expenses for 2025-26. She shared that she and Mr. Serfass met with Gunn Mowery this morning to discuss ways to reduce the cost of insurance for the District and shared that they are optimistic of finding savings as a result of putting several of our insurances out to vendors for updated pricing. Mrs. Martin highlighted reductions planned. She highlighted the plan to reduce from eight building substitutes to six and not moving forward with hiring a social worker. She highlighted the discussions about personnel changes and reassignments and operational efficiencies as a result of scheduling, use of exchange days, and reductions in supplemental pay. She shared information about the move of safety and security coverage for evening events in house and the reductions to building and department budgets. She highlighted the role of the Maintenance Lead in bringing work in house to save money. She highlighted that the Franklin Covey contract will not be renewed and that the District will take its tenets and use them specifically for the District. She also pointed out the removal of the contingency funds.

She shared that the expenses for 2025-26 are currently at \$31,397,886 and revenues are at \$30,543,102 with a resulting difference of \$854,784. She shared that when you remove the fund balance purchases (\$171,000) and the surplus to the Capital Projects fund (\$178,579), the resulting 2025-26 projected deficit is \$505,205. She shared that changes from the Committee meeting are a result of several updates. She pointed out that the District recently received notice that the District will not be receiving any of the Special Education Contingency funds for 2024-25 and so can no longer budget for them in 2025-26. She shared that the budget also represents an increase in funding from the Lion Foundation for annual grants to \$150,000. She shared that ultimately the costs are offset by the revenue, but it results in an increase in budgeted expenses. She shared that the final number is also impacted by a teacher moving a column for salary. She also indicated that there could be impacts to Ms. Reely's budget as a result of a placement and a move-in.

Mr. Gale asked if the deficit budgeted would come from fund balance. Mrs. Martin shared that if the budget plays out as anticipated, the \$505,000 would come from fund balance. Mrs. Martin pointed out that the budget includes some transfers from fund balance. Mrs. Buchs shared that the "lumpy purchases," including the curriculum purchase, would come from fund balance. Mr. Lamay pointed out

that the \$505,000 would be an operational deficit and the \$171,000 would be from savings for those specific purchases.

Mrs. Martin shared that the PDE 2028 Preliminary Budget will be up for approval next week and would be uploaded to PDE and put out to the public to review. She pointed out where the uncollected taxes are reflected in the 2025-26 budget. She also shared that the Resolution Authorizing the Proposed Final Budget 2025-26 and the Homestead Notice 2025-26 will also be brought forward for approval next week.

Mr. Gale pointed out that the final budget does not need to line up fully with the preliminary budget and asked what additional developments might be coming. Mrs. Martin shared that special education move ins and ongoing personnel discussions could impact the final budget. Mr. Serfass pointed out that there has been one wrestling coach added in the existing budget and that there is a proposal to add an additional coach.

Mr. McInroy asked if there has been any movement on cyber charter enrollments. Mr. Serfass shared that we are currently down one student and that there could be additional changes.

Mr. Gale stated that the District is not currently anticipating decreased costs. Mrs. Buchs pointed out that we are not anticipating any windfalls with additional revenue. Mr. Serfass shared that the only impact in that direction would be if the state would move forward with cyber charter reform. Mrs. Gurgiolo shared that the point we are currently at has taken a lot of leadership and principals reviewing budgets, trimming expenses, and postponing purchases.

Mr. Gale pointed out that if the District moves forward with the budget as it sits, the District starts next year at a \$500,000 deficit. Mrs. Gurgiolo pointed out the taxes that people are not paying, the impacts of funding not received, and cyber charter costs have impacted the budget and pointed out that every District is dealing with a similar situation. Mr. Gale questioned whether the Index takes into account the expenses of cyber charter.

Mrs. Gurgiolo shared that the proposed budget will be brought forward for a vote next week and, if it is not approved, there would be additional meetings.

Mr. Lamay highlighted the impact of the unknowns on the budgeting process. He shared that the deficit projections have changed since March and pointed out that the District has projected a deficit in every previous year. He pointed out the CTC payment and the impact of interest earned as a result of payments made when the project was delayed. Mr. Lamay pointed out the \$550,000 in interest earned in the budget and recognized it as an anomaly compared to previous years. He suggested that the District return the interest earned to taxpayers and highlighted that the District experienced a surplus in previous years even when budgeting to a deficit and recommended a reduction of the tax increase by 0.5%.

Mr. Gale said he did not remember planning to such a large deficit. Mr. Lamay pointed out that in 2016/17, the District budgeted to a \$0.5 million dollar deficit.

Mrs. Gurgiolo asked for clarification on Mr. Lamay's suggestion, and Mr. Lamay shared that he would be making a motion next week to consider reducing the tax increase by 0.5% from the Index.

Mr. Connelly pointed out that this would increase the potential deficit. Mr. Lamay said that we have historically budgeted to a deficit and would like to return the interest earned to the taxpayer. Mr. Connelly asked what the impact on the average bill would be, and Mr. Martin said the impact of that 0.5% reduction in the increase would be about \$20 difference for the median household but would fluxuate based on the property.

17. Budget Transfers 2024-2025

Minutes

Mrs. Martin shared that Administration is recommending approval of the listed budget transfers and pointed out that the state brought out updated account codes that need to be reported in the annual AFR. She shared that the transfers reflect changes based on account code only and does not impact the amount spent or how the money is spent that was previously approved.

Mrs. Buchs shared that she appreciates the level of transparency and visibility that these transfers provide.

18. Red Rover Technologies, LLC., Agreement 2025-2026

Minutes

Mrs. Russell shared that Administration is recommending approval of the attached agreement with Red Rover Technologies, LLC, for annual subscription fees for absence management and hiring programs and implementation fees. She shared that these programs would replace Frontline as of July 1, 2025, and would provide additional functionality for employees and supervisors. She highlighted the functions available for onboarding new staff via online forms. She shared that the long-term goal would then be to implement a timekeeping program in the 2026-27 school year and explained that the programs are interconnected and will result in time reduction for processing payroll.

Mr. McInroy asked what portion of the cost represents the actual subscription fees, and Mrs. Russell explained that \$13,000 of the \$19,000 is the subscription fees and \$6,000 is for implementation costs. She shared that this represents an increase of about \$500 over subscription fees only for Frontline and that there would be alone will make up for the implementation costs and the District would then have three programs instead of two.

Mr. McInroy asked about the cybersecurity provided by Frontline. Mrs. Russell shared that Mrs. Rhinehart reviewed the information provided by Red Rover in regards to cyber security, data retrieval ability, and privacy matters and was supportive of moving forward.

19. Personnel Report

Minutes

Mrs. Russell reviewed the draft Personnel Report with the Board.

She recognized the April 2025 recipients of the Lion Pride Excellence Awards:

- David Beistline, Crossing Guard at Chestnut & 26th
- Donna Deckard, Crossing Guard at Walnut & 21st
- John Galen, Crossing Guard at Market & 24th
- Dave Heacock, Crossing Guard at Chestnut & 32nd
- Linda Koppenhaver, Crossing Guard at Lincoln & 23rd
- Edwardo Liwanag, Crossing Guard at Eisenhower & 24th
- Leila Liwanag, Crossing Guard at Eisenhower & 24th / Sub
- Jo Anne Mikus-Torres, Crossing Guard at Chestnut & 24th
- Doug Powell, Crossing Guard at Chestnut & 24th / Sub

- Joel Rapisarda, Crossing Guard at Hoover & 24th
- Andy Stewart, Crossing Guard at Market & 32nd

Mrs. Gurgiolo shared that the crossing guards all talked about how much they love the community, parents, and children at the recognition luncheon. Mrs. Gurgiolo gave a shout out to the community and parents for their support of the crossing guards. Mr. Serfass pointed out that the current group of crossing guards has been stable and had the best fill rates.

20. Public Session for Comment

Minutes

Mr. Connelly read the Public Comment guidelines.

- Beth Nonemaker - expressed support for not increasing taxes to the Index of 4.0%.

21. Adjournment

Minutes

Mr. Gale made a motion, seconded by Mr. Lamay, to adjourn the meeting. Mrs. Gurgiolo adjourned the meeting at 8:33 PM.

In-person attendees:

Dr. Borrelli

Ms. Reely

Mrs. Ivey

Mrs. Russell

Alex Baturin

Beth Nonemaker

Betsy Gayner

Online Attendees:

Micki Kautz

Sharon Hanson

Anita

CM

AA