



OCTOBER WORK SESSION

10/06/2025 [07:00 PM-09:00 PM] @ 418 S. 24th Street Camp Hill PA 17011

OCTOBER 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, Melissa Howard, Gregory Lamay, Dan Serfass (Superintendent), and Kerry Martin (Secretary).

Dr. Mallah 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 Board held an Executive Session on September 18th to get an update on a legal matter. She shared that she, Mr. Serfass, Mrs. Buchs, and Mrs. Howard met with representatives from the Borough Council on September 24th to discuss several issues. She highlighted that the most pressing issue discussed was students' use of motorized scooters in getting to and from school. She pointed out that this concern is being raised in other Districts and shared that they are not legal on public roads and should not be used to get to and from school. She shared that the District is requesting help from parents and police to ensure student safety. She requested that the community ask their students to not ride these to and from school to avoid citation or, more importantly, a preventable accident. She shared that the conversation is continuing with the Borough and police department in the hopes of resolving the concern.

Mr. Serfass shared that he attended the Borough Safety Committee meeting and that student safety getting to and from school was a significant discussion topic. He shared that many community members were also present.

4.b. Superintendent

Minutes

Mr. Serfass shared that tomorrow evening is College Financial Aid Information Night at the High School. Mr. Ed Lane, Regional Director of PHEAA, will discuss grants, loans, and other resources and will explain how to complete the FAFSA. He also shared details on upcoming fall sports Senior Recognition Nights. He shared that the Trick or Trot event for the Lion Foundation Besch Fund will be on November 1st, noting those that want a T-shirt should register by October 8th.

Mrs. Gurgiolo pointed out that Districts for tennis start next week and that Camp Hill will be hosting. She encouraged the community to attend and support Camp Hill students.

5. Information Only

5.a. Student Liaison Report

Minutes

Mr. Tubbs introduced the new Student Liaison, Mr. Josiah Garber, and highlighted the importance of this role in giving students an understanding of the democratic process. He expressed appreciation to the Board for its support of this role. Mr. Lamay suggested that the student could pick an item discussed at the meeting to stay for, see the debate, and bring the information back to the classroom. Mr. Tubbs shared that student representatives will be on a bulletin board in the school and shared that he will think about how to best integrate the information learned in this role into the classroom.

Mr. Garber introduced himself to the Board and shared why he is excited about his new role. He expressed appreciation to the Board, Mr. Tubbs, Mrs. Ivey, and the schools for their support in getting him to this point in his education.

5.b. 2026 Adult Special Olympics at Siebert Park

Minutes

Mrs. Gurgiolo shared that the second annual Special Olympics Pennsylvania Area M Track and Field Adult games will be held at Siebert Park on May 2nd. She shared that additional information about the event will be shared in the upcoming months.

5.c. EduPlanet Presentation

Minutes

Dr. Borrelli shared how to access EduPlanet from the Curriculum, Instruction, and Assessment page of the District website. He provided an overview of the curriculum writing process in the District and that 30-40 courses will be included in the first release of curriculum information in the system. He pointed out that EduPlanet acts as a curriculum warehouse and that it is a work in progress as teachers continue to review curriculum. Dr. Borrelli explained how the public can access the curriculum for the different courses.

Dr. Borrelli shared that the next step will be to complete additional courses so they are available to review, create some formatting consistency, and ensure that the resource is usable and complete. He pointed out the ability to use EduPlanet as a resource to align testing data to curriculum items listed in EduPlanet.

Mr. Connelly added that EduPlanet is a tool for teachers and the community that allows for smoother turnover when it occurs. He shared that EduPlanet holds general curriculum information and not individual daily lesson plans. He asked Dr. Borrelli how much of the curriculum is currently populated, and Dr. Borrelli shared that it is about 30% completed. Mr. Connelly shared that once everything is fully populated, the District will send information out to the community but that, in the meantime, the information that is ready for the public is available to review. Dr. Borrelli shared that he is currently working with the Instructional Team to determine a process to get all items ready for review by the public.

Mr. Connelly asked how long the District has had EduPlanet, and Dr. Borrelli shared that the District purchased the program prior to him starting in the District. The initial plan was to have teachers roll out the information but the District discovered the need to have someone manage that process centrally to monitor for content and formatting. Mr. Connelly asked what maintenance would be needed following the completion of the project. Dr. Borrelli said that it should remain the same but teachers may realize that some items may be adjusted slightly to be more engaging or adjust the essential questions to be deeper. Mr. Connelly added that changes would need to be made if the state standards would change and Dr. Borrelli agreed, noting the impact of changes to state standards in science.

Mr. Lamay pointed out that the software was purchased prior to Dr. Borrelli's start to the District, and Mr. Serfass shared that it has been used heavily since its purchase, but that it is the first time that the curriculum is ready to be public facing. Mr. Lamay asked if this was different than the data system shared last year. Mr. Serfass confirmed that this system is different and that administration will provide an update on this program in the future.

Mr. Serfass shared that the purchase of EduPlanet allowed the District to house curriculum information in a central location. Dr. Borrelli pointed out that the system allows the District to house the information centrally and make it public to the community. Mr. Connelly noted that the information was previously housed in a series of Google Drives.

Mrs. Gurgiolo asked for clarification on its use to compare testing data against the standards. Dr. Borrelli said that the 8th grade Algebra 1 course was adjusted to incorporate some areas that were visible in student PSSA testing data. Mrs. Gurgiolo shared that the Board has been hoping for something like EduPlanet and thanked Dr. Borrelli and the teachers for the work in gathering the information.

5.d. CHSD 2026-2027 Budget Presentation

Minutes

Mrs. Martin shared that she gave budget presentations to faculty at the Middle School/High School and Eisenhower last week and that she will be presenting to Hoover faculty this week. She reviewed the staff presentation with the Board including historical information, present conditions, and projections. She provided a review of the 2024-2025 budget and pointed out that the Board budgeted to a \$211,207 deficit. She shared that she noted on all of the slides the difference between the salary increase and the tax increase or Index. She shared that the audit is currently showing a possible \$4,000 surplus from that budget year but that the audit is still in progress, so that number could change before the audit presentation. She shared that the South Central Trust fund, in particular, could impact the final results.

Mrs. Martin reviewed the 2025-2026 budget information and projections for the 2026-2027 budget year, which include several increased costs: salaries, benefits, and FICA; medical insurance increases; utility increases; CTC costs; and other unknowns. She reviewed the potential increases in revenue, noting that there has been minimal increases in state Basic Education Funding that the state still does not have a budget. She shared that funds would not be received from the state until November even if the budget is passed in October. She pointed out that the cafeteria is currently showing a deficit and that she discussed this with the Budget, Finance, and Personnel Committee and will be working with the auditors to brainstorm some solutions. She shared that the District has had some students return from charter schools and pointed out that the state still has not resolved any potential changes to those costs.

She shared the considerations that she provided in the report to teachers, including the furniture schedule, annual staffing survey to help with staffing projections, and professional development and summer hours.

Mrs. Martin shared that she will be discussing the budget timeline and pushing out the template to the Leadership Team tomorrow and the impacts of continuing moving pieces and uncontrollable impacts as the District begins the budgeting process. She shared that the goal would be to present a balanced budget to the Board in May. Mrs. Martin shared that the faculty did not have any significant questions but seemed to appreciate the presentation early in their own budgeting process.

Mrs. Gurgiolo shared that it was her understanding that the cafeteria always operated at a deficit and asked if the concern is that the deficit is larger than in previous years. Mrs. Martin shared that the deficit is about \$200,000 currently and shared that the District will need to gather additional data and then begin reviewing ways to bridge the gap.

6. Report of Committees

6.a. Athletic (Mr. Gale)

Minutes

Mr. Gale shared that there was no September meeting and that the next meeting is scheduled for November 13th at noon.

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

Minutes

Mrs. Buchs shared that the Committee met on September 30th and the meeting minutes are attached. She shared that the next meeting is scheduled for October 28th at 8:00 AM.

She shared that most items discussed are being brought forward this evening for discussion. She shared that the Committee discussed administration's review of the District's compliance with state requirements for small games of chance for fundraising.

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

Minutes

Mr. Lamay shared that there was a meeting on September 29th and that they discussed the potential Hoover renovation project following a meeting with the architect. He shared that any potential project would need to be considered when moving forward with budget discussions. Mr. Lamay shared that there is a plan developed for what will get us to where we need to be now but would not move the District forward to full-day kindergarten. He shared that the Committee discussed having a plan developed which

would get the District to that goal so the District can see the pricing of that more expanded project in case budget and financing allow it to be considered. There is no additional action required on that item now. He shared that Mr. Stroup is working through improving security in the building by updating locks and ensuring that only authorized people have access to classrooms in the building.

Mr. Lamay shared that the Committee toured the Pollock Center as a part of its last meeting and that he was impressed with all that facility has to offer. Mrs. Howard shared how helpful the tours have been as the Board considers various projects.

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

Minutes

Mrs. Howard shared that they met on September 18th and that the minutes are attached. She shared that most items discussed will also be discussed later this evening.

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

Minutes

Mr. Connelly shared that the Committee met on September 18th and that the highlight was Dr. Borrelli's presentation on EduPlanet. They will meet again on October 16th.

Mr. Connelly shared that the items discussed are mostly informational.

6.f. Policy (Mr. McInroy)

Minutes

Mrs. Gurgiolo shared that the minutes from the September 15th Policy Committee meeting are attached. Mr. Connelly added that the Committee continues moving along with reviewing policies.

7. Policies

7.a. First Read

Minutes

Mrs. Ivey shared that there were five policies reviewed at the September Committee meeting that are being brought forward tonight for a first read. They were last reviewed in November 2011 and are being brought forward this evening with minimal changes. She shared that Policy 601 Fiscal Objectives, Policy 602 Budget Planning, Policy 604 Budget Adoption have only minimal changes recommended by PSBA and those updates are in bold on the attached drafts. She shared that the Committee made a small adjustment to the PSBA-recommended changes in the Delegation of Responsibility section of Board Policy 603 Budget Preparation and that Policy 605 Tax Levy had no changes.

7.b. Second Read

Minutes

Mrs. Ivey shared that Policy 011 Principles for Governance and Leadership, Policy 115 Career and Technical Education, Policy 235.1 Surveys, and Policy 317 Conduct/Disciplinary Procedures are being brought forward

this evening for a second read this evening. There has been no public comment to date, and they will be brought forward for a vote on October 20th.

Mr. Lamay expressed appreciation to the Board and Mrs. Ivey for taking the initiative to review and revise the District's policies.

8. Tax Assessment Appeal

Minutes

Mrs. Gurgiolo shared that the District appealed the 22 Victory Investment, LLC, real estate tax assessment and that an agreement has been reached on the appropriate assessment in coordination with our Solicitor.

9. Community Advisory Committee for Diversity, Equity and Inclusion New Member

Minutes

Mrs. Gurgiolo shared that a member of the CAC for DEI resigned in August leaving a vacancy. She explained the process for selecting a new member and that the CAC for DEI has voted to select Mr. Derek Schmidt to the position. The nomination will need to be voted on by the Board and pointed out that his resume is attached.

10. CAC for DEI Bylaws Review

Minutes

Mrs. Gurgiolo shared that the bylaws of the CAC for DEI are reviewed every two years in October and decide whether the work will continue. Mrs. Howard shared information from Dr. Mallah that the Community Engagement Committee recommends the continuation of the CAC for DEI and highlighted its work and previous successful events and initiatives. The review will come up for a vote on October 20th.

Mr. Connelly advocated for the group's continuance and pointed out that it can now make some decisions about what to continue working on. He highlighted the success of the Cultural Heritage Fair. He shared that the group helps the community and highlighted Mr. Pettigrew's successes and plans to create a Committee structure to allow it to work through its initiatives.

Mrs. Gurgiolo recognized the Committee's willingness to understand the process of bringing forward ideas through the Board Committees. She expressed appreciation for their patience and willingness to learn and understand the process.

Mr. Lamay asked about the impact of the CAC for DEI on the District's time and resources. Mr. Serfass shared that there was initially a learning curve in that area but that things have improved. He pointed out the handoff of the Cultural Heritage Fair process. Mrs. Gurgiolo added that District administration is no longer required to be in attendance at every CAC for DEI meeting now that the Committee understands the process more.

11. Title I Nonpublic Programs & Services Agreement

Minutes

Dr. Borrelli shared that the District receives Title I, II, III, and IV funding. He shared that the District combines the funding through Titles I, II, and IV into Title I funding, which requires us to set aside an allotment of funds for non-public schools within District boundaries. He shared that the number of impacted students is small, so the District contracts with the CAIU to deliver the required services. He shared that the agreement will allow them to bill us for services that we have outlined in our federal programs application.

Mrs. Gurgiolo asked if the cost has changed, and Dr. Borrelli shared that the amount of the funding has been decreasing as federal funding has decreased.

12. Conrad Seigel Agreement for ACA Reporting

Minutes

Mrs. Martin shared that the Agreement with Conrad Siegel is to complete the complex reporting requirements under the Affordable Care Act. She shared that the cost of \$6,200 is the same as last year.

13. 2025-2026 Rohrer Bus Agreement

Minutes

Mrs. Martin shared that the Agreement with Rohrer Bus is an annual agreement and provides for the transportation of students back and forth from the CTC. She shared that this is for the current year and that they are actively transporting students. She shared that the cost is a 3% increase over last year.

14. CHMS/CHHS Copier Agreement

Minutes

Mrs. Rhinehart shared that administration is proposing a new Agreement with Kyocera for 60-month leases for two copier units at the Middle School/High School. She explained that the current unit is completing more impressions than intended and has been experiencing a significant number of breakages due to overuse. Mrs. Rhinehart shared that she is working with Mr. Stroup to accommodate the electrical needs of the two units in that room. She added that the Agreement includes maintenance, service, and supply contract to cover toner, maintenance, and replacement parts and that the monthly cost is a decrease of about \$90 per month from the current agreement.

Mr. Connelly asked if there is a catch with the new recommendation. Mrs. Rhinehart shared that the current lease that started in 2021 was a shorter-term lease and noted the impact of tech shortages at the time on the pricing.

Ms. Bowen asked about the expectation that the number of impressions could go down. Mrs. Rhinehart feels that additional stress has been caused by duplicated prints as a result of outages and pointed out that administration is exploring the use of Papercut, a cloud printing resource, to allow for badge release of printed documents at any unit in the District. She shared that this would improve confidentiality and reduce the number of copies.

15. The Grace Milliman Pollock Performing Arts Center Technical Director Position

Minutes

Mrs. Russell shared that the District has been reviewing staffing needs at The Pollock Center as a result of recent vacancies. As a result of input from outgoing staff members, the Lion Foundation, and the PAC Advisory Board, administration is recommending shifting the second full-time position at The Pollock Center from an Artistic Director position to a Technical Director position. She shared that it is being brought forward for Board review and approval due to the significant changes in the role's responsibilities. She shared that the position will be overseeing and doing the work of lighting, sound, and set design and will be a resource for Eisenhower and music staff to prepare for assemblies and concerts. She shared that the position will take the lead in providing opportunities for students in the areas of technical theater.

16. Personnel Report

Minutes

Mrs. Russell reviewed the attached draft Personnel Report. She shared that administration hopes to bring forward a recommended candidate for The Pollock Center Director position to the October 20th Board meeting.

17. Public Session for Comment

Minutes

There was no public comment.

18. Adjournment

Minutes

Mr. Connelly made a motion, seconded by Mr. Gale, to adjourn the meeting. The motion passed unanimously. Mrs. Gurgiolo adjourned the meeting at 8:05 PM.

In-Person Attendees:

Mrs. Ivey

Dr. Borrelli

Mrs. Rhinehart

Mrs. Russell

Josiah Garber

Robbie Tubbs

Online Attendees:

Micki Kautz

Sharon Hanson

AA