

Information Item #1

SOUTHERN FULTON SCHOOL DISTRICT

13083 Buck Valley Road
WARFORDSBURG, PA 17267

February 20, 2017

7:30 p.m.

Board Meeting Minutes

There was an executive session held prior to the Board meeting for possible litigation.

A motion was made by Mr. Donnie Gordon and seconded by Mr. Patrick Bard to go into executive session for possible litigation purposes. **VOICE VOTE, All in Favor. Motion carried.**

The executive session began at 7:40 p.m.

The board meeting began 8:12 p.m. in the library of the high school in Warfordsburg, Pennsylvania. The following members were present: Allen Morton, Patrick Bard, Mark Mosemann, Nicole Potter, Richard Morgan, Kirk Layton, Timothy Mellott, and Donnie Gordon. The meeting was conducted by the board president, Allen Morton.

Also present were Tara Will, superintendent; Meredith Hendershot, high school principal; Kathy Cutchall, elementary principal; Diane Younker, special education director; Doug Leisher, technology specialist; John Bain, building and grounds supervisor; Debra Schetrompf, business manager; and Anita Munson, board secretary.

Visitors present were: Daniel Peck

1. The meeting was opened with the Pledge of Allegiance led by Mr. Allen Morton.
2. Mrs. Kathy Cutchall presented her goals for the 2016-2017 school year.
3. Mr. Doug Leisher presented his goals for the 2016-2017 school year.
4. Mr. Daniel Peck addressed the board regarding what the responsibilities are of the guidance counselor.
5. A motion was made by Mr. Timothy Mellott and seconded by Mr. Kirk Layton to grant that as the president of the board conducts this meeting, it is not necessary to announce each roll call vote. If however, a director or directors, wish to comment or have his/her comment or vote specifically recorded, the director(s) shall have the opportunity to so state. The chair of the meeting, the president of the board, should announce before each roll call vote, that if he hears no objections from any member of the board present, the vote will be considered a unanimous roll call vote and so recorded. **VOICE VOTE, All in Favor. Motion carried.**

6. A motion was made by Mr. Patrick Bard and seconded by Mr. Richard Morgan to approve the minutes of the January 17, 2017 board meeting. **VOICE VOTE, All in Favor. Motion carried.**
7. A motion was made by Mr. Mark Mosemann and seconded by Mr. Richard Morgan to approve the payment of bills for January. **VOICE VOTE, All in Favor. Motion carried.**
8. A motion was made by Mr. Mark Mosemann and seconded by Mr. Richard Morgan to approve the financial reports for January. **VOICE VOTE, All in Favor. Motion carried.**
9. A motion was made by Mrs. Nicole Potter and seconded by Mr. Mark Mosemann to accept with regret the letter of resignation from Dan Meredith as Vocal Music Teacher, Extra Curricular Vocal Music Director, and Extra Curricular Stage Manager effective June 30, 2017. **VOICE VOTE, All in Favor. Motion carried.**
10. A motion was made by Mrs. Nicole Potter and seconded by Mr. Mark Mosemann to accept with regret the letter of resignation from Anita Munson as Superintendent/Board Secretary effective March 3, 2017.
11. A motion was made by Mr. Mark Mosemann and seconded by Mr. Timothy Mellott to hire Louise Strait as a substitute teacher's aide for the 2016-2017 school year retroactive to February 6, 2017. **VOICE VOTE, All in Favor. Motion carried.**
12. A motion was made by Mr. Mark Mosemann and seconded by Mr. Richard Morgan to hire Mr. Keith Potter as a Paid Volunteer Varsity Baseball Coach for the 2016-2017 school year pending completion of all paperwork.

Patrick Bard - yes	Timothy Mellott – yes
Mark Mosemann - yes	Kirk Layton – yes
Nicole Potter - abstain	Donnie Gordon – yes
Richard Morgan - yes	Allen Morton – yes

“7” yes “0” members no, “1” abstain. Motion carried.

Mrs. Nicole Potter abstained because Mr. Keith Potter is her husband.

13. A motion was made by Mr. Timothy Mellott and seconded by Mrs. Nicole Potter to advertise for a Vocal Music Teacher for the 2017-2018 school year. **VOICE VOTE, All in Favor. Motion carried.**
14. A motion was made by Mr. Timothy Mellott and seconded by Mr. Donald Gordon to advertise for a Superintendent/Board Secretary if the Superintendent deems it necessary. **VOICE VOTE, All in Favor. Motion carried.**
15. A motion was made by Mr. Richard Morgan and seconded by Mrs. Nicole Potter to approve the following job descriptions:

- 1) Assistant to the Business Manager
- 2) Business Manager
- 3) Clerical Special Education Substitute Calls
- 4) Custodian
- 5) Director of Special Education
- 6) Elementary Office Secretary
- 7) Elementary Principal
- 8) High School Office Guidance Secretary
- 9) High School Office Secretary
- 10) High School Principal
- 11) K4-12 Dean of Students
- 12) Maintenance Assistant Day Shift Custodian
- 13) Secretary to the Superintendent / Board Secretary
- 14) Supervisor of Building and Grounds
- 15) Technology Coordinator / PIMS Administrator

VOICE VOTE, All in Favor. Motion carried.

16. A motion was made by Mr. Richard Morgan and seconded by Mr. Donnie Gordon to approve the Mobile Dentist program for the 2017-2018 school year. **VOICE VOTE, All in Favor. Motion carried.**
17. A motion was made by Mr. Richard Morgan and seconded by Mr. Donnie Gordon to approve the Elementary Gifted Students to go to Washington County Planetarium and Discovery Zone in Hagerstown on March 22, 2017 from 7:30 a.m. till 2:30 p.m. to give the student students more work with robotics, research and/or experiments with science related topics. **VOICE VOTE, All in Favor. Motion carried.**
18. A motion was made by Mr. Richard Morgan and seconded by Mr. Donnie Gordon to approve the High School Band to go to Richland High School for Regional Band Festival on March 22, 2017 through March 24, 2017. **VOICE VOTE, All in Favor. Motion carried.**
19. A motion was made by Mr. Richard Morgan seconded by Mr. Donnie Gordon to approve the 2017-2018 school calendar. **VOICE VOTE, All in Favor. Motion carried.**
20. A motion was made by Mr. Richard Morgan and seconded by Mr. Donnie Gordon to approve Stacy and Terry Vance as bus drivers for Weaver Busing. Pending all credentials and clearances. **VOICE VOTE, All in Favor. Motion carried.**
21. A motion was made by Mr. Kirk Layton and seconded by Mr. Timothy Mellott to approve the first reading of the following policies:
 - a. Policy 003, Local Board Procedures, Functions
 - b. Policy 008.1, Local Board Procedures, Organization Chart
 - c. Policy 201, Pupils, Admission of Students
 - d. Policy 204.1, Pupils, Student Leaves for Tours or Trips
 - e. Policy 222, Pupils, Tobacco Use
 - f. Policy 227.1 Pupils, Use of Dogs to Search School Property

VOICE VOTE, All in Favor. Motion carried.

22. A motion was made by Mr. Kirk Layton seconded by Mr. Richard Morgan to approve the second reading of the following policies:

- a. Policy 251, Pupils, Homeless Students
- b. Policy 255, Pupils, Educational Stability for Children in Foster Care

23. A motion was made by Mr. Donnie Gordon and seconded by Mr. Timothy Mellott to approve the Community Churches / Ministries to use the high school auditorium on Sunday, February 26, 2017, from 6:30 till 9:00 for a Community Prayer Night. **VOICE VOTE, All in Favor. Motion carried**

24. A motion was made by Mr. Donnie Gordon and seconded by Mr. Timothy Mellott to approve Carolyn Mottern to use the elementary cafeteria, gym, downstairs lobby, and hallways on Sunday, March 12, 2017, from 10:00 a.m. till 3:30 p.m. for the Annual Art Show. **VOICE VOTE, All in Favor. Motion carried**

25. A motion was made by Mr. Donnie Gordon seconded by Mr. Timothy Mellott to approve Fulton County Christian School's Booster Club to use the elementary facilities and nature trail on Saturday April 22, 2017, from 8:00 a.m. till 12:00 p.m. for a 5K Run. In the event of rain the alternate date will be April 29, 2017. **VOICE VOTE, All in Favor. Motion carried**

26. A motion was made by Mr. Patrick Bard and seconded by Mr. Richard Morgan to approve the tax exoneration list for the 2016-2017 school year as presented by the Business Manager.

Patrick Bard - yes	Timothy Mellott – yes
Mark Mosemann - yes	Kirk Layton – yes
Nicole Potter – yes	Donnie Gordon – yes
Richard Morgan - yes	Allen Morton – yes

“8” yes “0” members no. Motion carried.

27. A motion was made by Mr. Timothy Mellott and seconded by Mr. Richard Morgan to approve the Transportation Plan between Southern Fulton School District and Fulton County Children and Youth Agency

Patrick Bard - yes	Timothy Mellott – yes
Mark Mosemann - yes	Kirk Layton – yes
Nicole Potter – yes	Donnie Gordon – yes
Richard Morgan - yes	Allen Morton – yes

“8” yes “0” members no. Motion carried.

28. A motion was made by Mr. Patrick Bard and seconded by Mr. Kirk Layton to approve the Memorandum of Understanding between Southern Fulton School District and Fulton County Children and Youth Agency

Patrick Bard - yes	Timothy Mellott – yes
Mark Mosemann - yes	Kirk Layton – yes
Nicole Potter – yes	Donnie Gordon – yes

Richard Morgan - yes Allen Morton – yes
“8” yes “0” members no. Motion carried.

29. A motion was made by Mrs. Nicole Potter and seconded by Mr. Mark Mosemann to approve Boyer and Ritter, LLC. as local auditor for the 2016-2017 school year at a cost of \$20,000, the 2017-2018 school year at a cost of \$20,600, and the 2018-2019 school year at a cost of \$21,200.

Patrick Bard - yes Timothy Mellott – yes
Mark Mosemann - yes Kirk Layton – yes
Nicole Potter – yes Donnie Gordon – yes
Richard Morgan - yes Allen Morton – yes
“8” yes “0” members no. Motion carried.

30. A motion was made by Mrs. Nicole Potter and seconded by Mr. Mark Mosemann to approve Boyer and Ritter, LLC. to execute Plan Con J.

Patrick Bard - yes Timothy Mellott – yes
Mark Mosemann - yes Kirk Layton – yes
Nicole Potter – yes Donnie Gordon – yes
Richard Morgan - yes Allen Morton – yes
“8” yes “0” members no. Motion carried.

31. A motion was made by Mr. Mark Mosemann and seconded by Mr. Donnie Gordon to approve to purchase track mats at a cost of approximately \$24,295.00.

Patrick Bard - yes Timothy Mellott – yes
Mark Mosemann - yes Kirk Layton – yes
Nicole Potter – yes Donnie Gordon – yes
Richard Morgan - yes Allen Morton – yes
“8” yes “0” members no. Motion carried.

32. A motion was made by Mr. Patrick Bard and seconded by Mr. Richard Morgan to have a certified company come in and do an air quality control test at the elementary and high school.

Patrick Bard - yes Timothy Mellott – yes
Mark Mosemann - yes Kirk Layton – yes
Nicole Potter – yes Donnie Gordon – yes
Richard Morgan - yes Allen Morton – yes
“8” yes “0” members no. Motion carried.

33. Committee Reports

- a. Personnel Committee – Mrs. Nicole Potter reported that the committee is in the process of developing a three year administrative contract for review and approval. Today was the first reading of the organizational chart. Job descriptions have been updated and were approved this evening. The next meeting is scheduled for March 7, 2017, and they will be developing first draft of the superintendent’s performance assessment.

- b. Building and Grounds Committee – Mr. Donnie Gordon reported that the building and grounds committee did meet last month. A lot of progress has been made on the list that the committee had started. Biggest portion of the committee meeting was spent with John on what needs done at the elementary. A maintenance list was started in 2014 regarding the elementary. This list was reviewed and additions placed on it. The board then discussed whether to do all of it at one time or piece by piece as needed. The committee is going to put together a priority list and John is going to come up with specifications and get quotes for all three roof types at the elementary school.

34. A motion was made by Mr. Patrick Bard and seconded by Mr. Richard Morgan to adjourn the meeting. **VOICE VOTE, All in Favor. Motion carried**

Meeting was adjourned at 9:13 p.m.

Signature _____

Date _____