

**SOUDERTON AREA SCHOOL DISTRICT
BOARD DIRECTORS MEETING MINUTES
Thursday, June 19, 2014**

Present were: Jill Basile, A. Kyle Berman, Esq., Nicholas Braccio, William Brong, Maryellen Brousseau, Henry Franz, Sharon Fuhrman, Frank Gallagher, Dr. Christopher Hey, Matt Holliday, Scott Jelinski, Ken Keith, Thomas Kwiatkowski, Carol Luciani, Michelle Noga, Cheryle Radcliff, Tim Roberts, Donna Scheuren, Elisa Snedaker (Treas.), William Stone (Sec.), David Thayres, Robert Tybring, and Dr. Sam Varano.

Absent from the meeting was Janet Flisak.

Welcome

- 1.1 Call to Order - Scott C. Jelinski, Board President
Mr. Jelinski called the meeting to order at 7:04 PM.
- 1.2 Meeting Protocol
Mr. Jelinski explained the meeting protocol for the evening.
- 1.3 Pledge of Allegiance
- 1.4 Roll Call - William R. Stone, Jr., Board Secretary
Mr. Stone called the roll. Eight members were present; Janet Flisak was absent.

Student Recognition

- 2.1 Recognition of Essay Contest Winner
Mrs. Noga introduced Peter Zucca and spoke about his winning essay, his perseverance and his bravery.

Peter Zucca, a soon-to-be fifth grade student at Vernfield Elementary School, recently won the Jackie Robinson "Breaking Barriers: In Sports, In Life Essay Contest." Peter's essay chronicles his perseverance and persistence to run a 5K race after having his right leg amputated above the knee due to complications with cancer.

The contest asks fourth through ninth grade students to submit an essay about barriers or obstacles they have faced or are still facing in their lives, and how they overcame these obstacles using the values Jackie Robinson demonstrated. Those values are: commitment, citizenship, courage, determination, excellence, justice, persistence, teamwork and integrity. Peter's essay was one out of 19,000+ essays submitted for the contest.

Student Recognition (Continued)

2.1 Recognition of Essay Contest Winner (Continued)

The "Breaking Barriers" program started in 1997 and was developed by Major League Baseball, Sharon Robinson (Jackie Robinson's daughter) and Scholastic. The program has reached over 22 million children and 2.9 million educators in the United States, Canada and Puerto Rico.

Peter recently raised \$13,000 by operating an Alex's Lemonade Stand in remembrance of the one-year anniversary of his amputation. He also meets with a legal team at Duane Morris (a large law firm in Philadelphia) who has chosen Peter's Powerhouse Foundation as their pro-bono non-profit of the year.

Mr. Gallagher recognized Peter's family and congratulated them on Peter's success. Mr. Jelinski recognized Peter for winning the essay contest, his perseverance and his bravery. He also thanked Peter's family for being supportive.

MOTION TO RECOGNIZE PETER ZUCCA FOR WINNING THE "BREAKING BARRIERS: IN SPORTS, IN LIFE" ESSAY CONTEST.

Motion by Thomas Kwiatkowski, second by Ken Keith.

Final Resolution: Motion carries.

Aye: Scott Jelinski, Thomas Kwiatkowski, Jill Basile, Nicholas Braccio, William Brong, Matt Holliday, Ken Keith, Donna Scheuren.

2.2 Recognition of Souderton Area High School Girls Softball Team State Championship

On Friday, June 13, 2014 the Souderton Area High School Girls Softball Team won the State Championship by defeating Lower Dauphin for the PIAA Class AAAA Championship with a score of 8 to 3 at The Nittany Lions Softball Park in State College.

Mr. Gallagher introduced Dr. Varano, who spoke to the softball team about how important the title means to the District.

Dr. Varano introduced the coach, Stephanie Rummel, who took the podium and introduced her coaching staff and each of the girls on the softball team.

The Softball team presented Mr. Jelinski with a championship t-shirt. He congratulated the team on their accomplishment and noted how proud the District was of the Championship.

Mr. Gallagher thanked the parents for their support of the softball team.

MOTION TO RECOGNIZE SOUDERTON AREA HIGH SCHOOL GIRLS SOFTBALL TEAM PIAA CLASS AAAA SOFTBALL CHAMPIONSHIP.

Student Recognition (Continued)

2.2 Recognition of Souderton Area High School Girls Softball Team State Championship (Continued)

Motion by William Brong, second by Donna Scheuren.

Final Resolution: Motion carries.

Aye: Scott Jelinski, Thomas Kwiatkowski, Jill Basile, Nicholas Braccio, William Brong, Matt Holliday, Ken Keith, Donna Scheuren.

Souderton Spotlight

3.1 "Evening of Sharing" Video

Mr. Gallagher introduced Cheryle Radcliff, one of the District's Challenge teachers, who spoke about the Challenge students and their end of year projects.

Challenge students in third, fourth, and fifth grades complete PEPs (Personal Exploration Projects) during the second trimester of the year. PEPs are designed to encourage students to investigate topics that they are truly interested in learning about in depth. There are four components: research, writing, visual and oral presentation. The project culminates with the Challenge "Evening of Sharing" at the High School. This is a celebration of their hard work and learning experience. Here they have the chance to share their learning as well as investigate others' projects.

A video was shown that showcased several Challenge students and their projects.

Public Comments on Agenda Items

4.1 Public Comment Guidelines

No public comments.

Report of the President

5.1 Report on Executive Session Meetings Held by the Board

A Board training session was held on Thursday, May 29, 2014 to learn a new software program.

An Executive Session was held on Thursday, May 29, 2014 to discuss personnel matters and real estate issues.

An Executive Session was held on Wednesday, June 11, 2014 to discuss personnel matters.

Report of the President (Continued)

5.1 Report on Executive Session Meetings Held by the Board (Continued)

An Executive Session was held prior to tonight's meeting to discuss personnel items and real estate issues.

5.2 Recognize Donna Brown on Her Retirement from Souderton Area School District

Mr. Jelinski called on Mrs. Brown, Administrative Assistant to the Superintendent, who is retiring from the Souderton Area School District after 42 years of service.

Mr. Jelinski talked about Mrs. Brown's dedication and professionalism to her job.

Mr. Gallagher spoke about Mrs. Brown's accomplishments and career, and thanked her for her many years of service to the District.

Mrs. Scheuren made some congratulatory comments on behalf of the Board and presented Mrs. Brown with a gift.

Mrs. Brown thanked the Board for giving her the opportunity to work for the District and asked the Board to continue the excellence in learning.

Consent/Action Agenda

6.1 Consent/Action Agenda Protocol

The Superintendent will make a recommendation to the Board for a motion to approve the Consent/Action agenda items listed. Board members are invited to remove items from the Consent/Action agenda if further discussion is needed.

Mr. Gallagher briefly ran through a listing of the Consent/Action agenda items.

MOTION TO APPROVE ALL ITEMS LISTED ON THE CONSENT/ACTION SECTION OF THE BOARD AGENDA AS LISTED:

6.2 Approve School Board Meeting Minutes

The Administration is seeking approval of the School Board Meeting Minutes from May 29, 2014 as presented.

6.3 Approve Financial Statements and Check Listings

The Administration is seeking approval of the Financial Statements and Check Listings for May 2014 as presented.

Consent/Action Agenda (Continued)

6.4 Approve Request to Attend Conference/Workshop

The Administration is requesting approval for a conference request.

WILLIAM R. STONE, JR. Director of Business Affairs	Pennsylvania Institute of Certified Public Accountants Local Government Conference	Hershey, PA July 14, 15, 2014 (Mon., Tues.)	Total Expenses \$896.90	Expenses paid from Business Department Account
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6.5 Approve an Out-of-State/Overnight Field Trip

The Administration is seeking approval for the out-of-state/overnight field trip(s) as listed:

SCHOOL	GROUP	GRADE(S)	DESTINATION	PURPOSE	NUMBER OF STUDENTS	NUMBER OF CHAPERONES	TEACHER IN CHARGE	FUNDING OF TRIP
High School	Advanced Choir	10-12	New York City, NY	Choir was invited to perform with the Choirs of America at Carnegie Hall.	32	4	Teresa Washam	Students will be paying for the trip and expenses

6.6 Approve Professional Staff Personnel Items

The Administration is seeking approval for the Professional Staff items as listed:

RESIGNATION	
DAWN CURTIS	Math Teacher, Souderton Area High School Effective: June 16, 2014
RETIREMENT	
DOROTHY SALANIK	Reading Specialist, Indian Valley Middle School Effective: June 16, 2014 Years of Service in SASD: 34 Years
REQUEST FOR CHILDREARING LEAVE	
AMANDA ZALETA	German Teacher, Indian Crest & Indian Valley Middle Schools Request for Childrearing Leave beginning approximately August 26, 2014 and extending through the first semester of the 2014-2015 school year.

Consent/Action Agenda (Continued)

6.6 Approve Professional Staff Personnel Items (Continued)

TRANSFERS	
JACLYN DUFFY Replacement for Patricia Hughes (retired)	From: First Grade Teacher, Vernfield Elementary To: Second Grade Teacher, Salford Hills Elem. <u>Beginning:</u> 2014-2015 School Year
AMY FELICIANI Replacement for Sarah Jacobs (transfer)	From: Special Education Teacher, West Broad St. Elem. To: Special Education Teacher, Primary Learning Support, Salford Hills Elem. <u>Beginning:</u> 2014-2015 School Year
SARAH JACOBS Replacement for Amy Feliciani (transfer)	From: Special Education Teacher, Primary Learning Support, Salford Hills Elem. To: Special Education Teacher, West Broad St. Elem. <u>Beginning:</u> 2014-2015 School Year
MARK JAMES New position, contingent upon approval of the 2014-2015 Final Budget.	From: Math Teacher, Souderton Area High School To: Instructional Coach – Teacher on Special Assignment Effective: 2014-2015 School Year
RENEE MURPHY New position, contingent upon approval of the 2014-2015 Final Budget.	From: Special Education Teacher, Indian Valley Middle School To: Transition Teacher, Souderton Area High School <u>Beginning:</u> 2014-2015 School Year
NEW HIRES	
ABRAM HUGHES Replacement for Catherine Orgera (retired)	Mathematics Teacher, Souderton Area High School TEMPORARY PROFESSIONAL <u>Beginning:</u> 2014-2015 School Year <u>Education:</u> Bloomsburg Univ. (BS) 2012 <u>Experience:</u> Jan. 2013 – Jun. 2014, Central Bucks S. D., High School, Long-Term Substitute, Math Teacher <u>Recommended Salary:</u> \$41,454 – B (1)
LISA NELSON Replacement for Jessica Brockmann (resigned)	Special Education Teacher, Souderton Area High School TEMPORARY PROFESSIONAL <u>Beginning:</u> 2014-2015 School Year <u>Education:</u> Eastern University (BS) 2010; Eastern University (M.Ed.) 2013 <u>Experience:</u> 2012-2014 Springfield S. D., High School, Special Education Teacher 2011-2012 Souderton Area S. D., High School, Special Education Teacher <u>Recommended Salary:</u> \$51,195 – M (3)
SUSAN VAN SAUN Replacement for Arlene Buchman (retired)	District Staff Developer TEMPORARY PROFESSIONAL <u>Beginning:</u> 2014-2015 School Year <u>Education:</u> Kutztown University (BS) 1989 Gwynedd Mercy College (MS) 1993 <u>Experience:</u> 1992-Present – Educational Consultant, Souderton Area S. D., Pennridge S. D., Palisades S. D., Plumstead Christian School 1989-2000 Pennridge S. D., Fourth and Fifth Grade Teacher <u>Recommended Salary:</u> \$83,128 – M (15a)

Consent/Action Agenda (Continued)

6.7 Approve Support Staff Personnel Items

The Administration is seeking approval for the Support Staff items as listed:

RESIGNATIONS	
LAURA BRETZ	Food Service Assistant Effective: June 6, 2014
STACY DESTEFANO	Title I Teaching Assistant, West Broad St. Elem. Effective: June 3, 2014
JEFFREY GREEN	Full-Time Custodian, Indian Valley Middle School Effective: June 16, 2014
TABATHA HODGES	Part-Time Custodian, Indian Valley Middle School Effective: May 29, 2014
ROBIN FOLEY	Substitute Cafeteria/Playground Aide, E. M. Crouthamel Elem. Effective: June 11, 2014
PATRICIA RENCH	Substitute Food Service Assistant Effective: June 15, 2014
RETIREMENT DATA CHANGE	
PATRICIA DRISCOLL	Change effective date of retirement from August 15, 2014 to July 31, 2014.
TRANSFERS	
BETH BATEMAN Replacement for Donna Mountney (transfer)	From: Copy Center Assistant, District Office To: Attendance Secretary, Indian Valley Middle School Beginning: August 18, 2014 Wage: \$13.96 per hour – Hours: 7 per day
LORRAINE COHAN Replacement for Patricia Driscoll (retired)	From: Receptionist, Indian Crest Middle School To: Receptionist, District Office Beginning: August 4, 2014 Wage: \$13.79 per hour – Hours: 7.5 per day
JEFFREY GOWER Change in Position	From: Lead Security Guard, Souderton Area High School To: Safety and Security Specialist, Souderton Area School District Effective: July 1, 2014 Wage: \$22.50 per hour – Hours: 8 per day
DONNA MOUNTNEY Replacement for Christina Bollinger (transfer)	From: Attendance Secretary, Indian Valley Middle School To: Secretary, Assistant Principal, Indian Valley Middle School Beginning: July 1, 2014 Wage: \$16.15 per hour – Hours: 7.5 per day
DEBORAH PETROV Replacement for Maureen Unger (transfer), contingent upon approval of 2014-2015 Final Budget.	From: Building Secretary, Oak Ridge Elementary School To: District Registrar Beginning: July 1, 2014 Wage: \$19.00 per hour – Hours: 7.5 per day
MAUREEN UNGER New position, contingent upon approval of 2014- 2015 Final Budget.	From: District Registrar To: PIMS/Child Accounting Specialist Beginning: July 1, 2014 Annual Salary: \$46,068 – Hours: 7.5 per day

Consent/Action Agenda (Continued)

6.7 **Approve Support Staff Personnel Items**

The Administration is seeking approval for the Support Staff items as listed:

NEW HIRES	
BETSY FERDOCK	Summer Custodial Substitute Beginning: June 23, 2014 Wage: \$10.86 per hour – Hours: 8 per day
SHELLY GRAVER Replacement for Tabatha Hodges (resigned)	Part-Time Custodian, Indian Valley Middle School Beginning: June 23, 2014 Wage: \$10.86 per hour – Hours: 4 per day (8 per day in summer)
ANDREW LACOMBA	Summer Custodial Substitute Beginning: June 23, 2014 Wage: \$10.86 per hour – Hours: 8 per day

6.8 **Approve Amendment to the Compensation Plan for Support Specialists**

The Administration is seeking approval of an amendment to the Compensation Plan for Support Specialists, effective July 1, 2014, contingent upon Board approval of the 2014-2015 Final Budget.

6.9 **Approve a Memorandum of Understanding with the Souderton Area Secretaries' Association**

The Administration is seeking approval for a Memorandum of Understanding with the Souderton Area Secretaries' Association regarding the position of Secretary to the Supervisor of Operations.

6.10 **Approve Sports Camp Staff, Summer Recreation Staff, and Aquatics Program**

The Administration is seeking approval for staff and wages for the Summer Sports Camp, the Aquatics Program, and additional staff and wages for the Summer Recreation Camp Program.

SUMMER SPORTS CAMP & SUMMER RECREATION CAMP STAFF	
BENJAMIN BOWMAN	Director, Girls Basketball - \$42.85 per hour Head Counselor, Girls Basketball - \$21.42 per hour
MICHELLE DAY	2014 Summer Camp Counselor Wage: \$10.00 per hour – Hours: As scheduled
WAYNE MACFARLAND	Head Counselor, Football - \$21.42 per hour
AQUATICS PROGRAM STAFF	
ANDREW BOZEK	Instructor and Lifeguard Wage: \$9.00 per hour – Hours: As scheduled
EVAN BOZEK	Instructor and Lifeguard Wage: \$9.00 per hour – Hours: As scheduled

Consent/Action Agenda (Continued)

- 6.11 **Approve Staff and Wages for Extended School Year (ESY) Program**
The Administration is seeking approval of the staff and wages for the Extended School Year (ESY) Program.
- 6.12 **Approve Fall Coaches, High School**
The Administration is seeking approval for employment of coaches and salaries for Fall sports at Souderton Area High School.
- 6.13 **Approve Confidential Settlement and Release Agreement for District Student**
Motion to approve Confidential Settlement and Release Agreement in lieu of a FAPE for one (1) Souderton Area School District student for the 2014-2015, 2015-2016 school years, and through to the commencement of the District's Fall 2016 school term.
- 6.14 **Approve Student Expulsions**
The Administration is seeking approval for a student expulsion. Pursuant to the laws of Pennsylvania, it is recommended that the Souderton Area School District Board of Directors approve the expulsion of Student I.D. #253520 from the Souderton Area School District from June 6, 2014 to the start of the 2015-2016 school year.
- The Administration is seeking approval for a student expulsion. Pursuant to the laws of Pennsylvania, it is recommended that the Souderton Area School District Board of Directors approve the expulsion of Student I.D. #255261 from the Souderton Area School District from June 6, 2014 to the start of the 2015-2016 school year.
- 6.15 **Third Reading and Adoption of Policy #916**
The Administration is seeking a Third Reading and Adoption of Policy #916 - *School Volunteers*, which deals with clearances required by volunteer workers when helping in any school in the Souderton Area School District.
- 6.16 **Second Reading of Policy #815.1 - Acceptable Use of the Computers, Network, Internet, Electronic Communications and Information**
The Administration is recommending acceptance of the Second Reading of the revisions to *Policy #815.1 - Acceptable Use of the Computers, Network, Internet, Electronic Communications and Information*. If there are no objections from the Board, Policy #815.1 will be moved to the next Board meeting for a Third Reading and Adoption.
- 6.17 **Accept Project MAX Grant Funds**
The Administration is seeking a motion to accept \$6,000 along with materials, resources, and training that are part of the Project MAX Grant, provided by PaTTAN.

- 6.18 Approve 2014-2015 Supply Bids
The Administration is seeking approval of the 2014-2015 supply bids. This process is required by the School Code when purchasing "like items."
- 6.19 Approve Fox Rothschild as District Solicitor for 2014-2015
The Administration recommends approval of Fox Rothschild to serve as the District's solicitor for 2014-2015.
- 6.20 Approve HIPAA Business Associate Agreement with Fox Rothschild for 2014-2015
The Administration is seeking approval of the HIPAA Business Associate Agreement with Fox Rothschild, in conjunction with the approval of Fox Rothschild as District solicitor.
- 6.21 Approve Sweet Stevens Katz & Williams as District Special Education Counsel for 2014-2015
The Administration is seeking approval of Sweet Stevens Katz & Williams to serve as the District's special education counsel for school year 2014-2015.
- 6.22 Approve Third Addendum to the Agreement of Sale for the Old High School Property
The Administration seeks approval of a Third Addendum to the Agreement of Sale for the old High School property.
- 6.23 Approve Voluntary Contribution Agreement with Peter Becker Community
The Administration is seeking approval of the Voluntary Contribution Agreement with Peter Becker Community.
- 6.24 Board Vote on Consent/Action Agenda
The Administration seeks approval of the Consent/Action agenda items as listed above.

MOTION TO APPROVE ALL ITEMS LISTED ON THE CONSENT/ACTION SECTION OF THE BOARD AGENDA AS LISTED.

Motion by Thomas Kwiatkowski, second by William Brong.

Final Resolution: Motion carries.

Aye: Scott Jelinski, Thomas Kwiatkowski, Jill Basile, Nicholas Braccio, William Brong, Matt Holliday, Ken Keith, Donna Scheuren.

Discussion/Action Agenda (Continued)

7.1 Approve Depositories for 2014-2015

The Administration is seeking approval of the depository list for the 2014-2015 school year.

MOTION TO APPROVE THE 2014-2015 LISTING OF DEPOSITORIES.

Motion by Thomas Kwiatkowski, second by William Brong.

Final Resolution: Motion carries.

Aye: Scott Jelinski, Thomas Kwiatkowski, Jill Basile, Nicholas Braccio, William Brong, Ken Keith, Donna Scheuren.

Abstain: Matt Holliday

7.2 Approve the 2014-2015 Final Budget

Mr. Gallagher made a few comments regarding the 2014-15 Final Budget, noting a 1% Real Estate Tax increase. He mentioned that this action will preserve the Fund Balance and funds will be available for Capital projects.

The Proposed Final Budget has been available for public inspection on the District Website and the Notice of Intent to Adopt the Final Budget was advertised in *The Reporter on Thursday, June 5, 2014.*

The Finance Committee is recommending adoption of the 2014-2015 Final Budget in the amount of **\$112,107,934** and local taxes to support this budget are established as listed:

The **REAL ESTATE TAX** of 28.5376 mills and a **PER CAPITA TAX** of \$5.00 under Section 679 be levied, and,

The following Act 511 taxes are continued for the 2014-2015 fiscal year:

REAL ESTATE TRANSFER TAX	1%
EARNED INCOME TAX	1%
PER CAPITA TAX	\$10.00

The Real Estate Tax, Earned Income Tax on residents, and the Per Capita Taxes under Act 511 are shared equally with municipalities.

7.2 Approve the 2014-2015 Final Budget (Continued)

Mr. Jelinski commented on the budget process and thanked the Cabinet members for their hardwork. He also thanked the employees for their dedication and the sacrifice made to reach this point. Mr. Jelinski also complimented Mark James, president of the teacher's association, on his communication and his great ideas in helping to balance the budget.

Mr. Kwiatkowski thanked the administration for their hard work during budget development. He noted that there were no cuts in services or programs this year.

Mrs. Scheuren concurred.

Mr. Brong noted that he would be voting yes this year.

MOTION TO APPROVE THE 2014-2015 FINAL BUDGET FOR THE SOUDERTON AREA SCHOOL DISTRICT.

Discussion/Action Agenda (Continued)

7.2 Approve the 2014-2015 Final Budget (Continued)

Motion by Thomas Kwiatkowski, second by Donna Scheuren.

Final Resolution: Motion carries.

Aye: Scott Jelinski, Thomas Kwiatkowski, Jill Basile, Nicholas Braccio, William Brong, Matt Holliday, Ken Keith, Donna Scheuren.

7.3 Approve the 2014-2015 Homestead/Farmstead Resolution

Mr. Gallagher introduced the resolution and explained the credit of \$192 per eligible homestead/farmstead.

MOTION TO APPROVE THE HOMESTEAD/FARMSTEAD RESOLUTION.

Motion by William Brong, second by Ken Keith.

Final Resolution: Motion carries.

Aye: Scott Jelinski, Thomas Kwiatkowski, Jill Basile, Nicholas Braccio, William Brong, Matt Holliday, Ken Keith, Donna Scheuren.

Future Meetings

8.1 Future Meetings

Mr. Jelinski noted the upcoming meetings. The public is invited to attend all meetings.

Wednesday, June 25, 2014	Montgomery County Intermediate Unit Board of Directors	7:00 PM	PaTTAN Conference Center 200 Anderson Road Norristown
Wednesday, July 9, 2014	SASD Board Committee Meeting CANCELED	6:30 PM	District Administrative Building 760 Lower Road Souderton
Thursday, July 24, 2014	SASD Board Action Meeting	7:00 PM	District Administrative Building 760 Lower Road Souderton
	North Montco Technical Career Center		No meeting until August 2014

Future Meetings (Continued)

8.1 Future Meetings (Continued)

Mrs. Scheuren noted that the last meeting for the Montgomery County Intermediate Unit would be at the PaTTAN location.

Report of the Solicitor

9.1 Report of the Solicitor

Mr. Kyle Berman, Esq., was the substitute solicitor for the evening.

There was no report.

Mr. Gallagher congratulated Mr. Sultanik on the birth of his second grandchild.

Unfinished/New Business

10.1 Unfinished Business from the Board

There was no unfinished business from the Board.

10.2 New Business from the Board

There was no new business from the Board.

Public Comments

11.1 There were no public comments.

Adjournment

12.1 Motion to Adjourn

There was no further business from the Board, so Mr. Jelinski entertained a motion to adjourn the meeting.

MOTION TO ADJOURN THE BOARD OF SCHOOL DIRECTORS' MEETING AT 7:42 PM.

Motion by William Brong, second by Donna Scheuren.

Final Resolution: Motion carries.

Aye: Scott Jelinski, Thomas Kwiatkowski, Jill Basile, Nicholas Braccio, William Brong, Matt Holliday, Ken Keith, Donna Scheuren.

Respectfully Submitted,

William R. Stone, Jr.
Board Secretary