

# BOARD OF SCHOOL DIRECTORS MONTHLY ACTION MEETING MINUTES

**Thursday, April 28, 2016**

Generated by Renai Cardillo on Monday, May 9, 2016

**Members present:** Jill Basile, William Brong, Janet Flisak, Matt Holliday, Scott Jelinski, Thomas Kwiatkowski, Ken Keith, Donna Scheuren

**Absent:** Nick Braccio

**Others present:** Stacey Aronow, Maryellen Brousseau, Bill Coddington, Mike Cahill, Sharon Fuhrman, Mark Fitzgerald, Henry Franz, Frank Gallagher, Christopher Hey, Walt Salevsky, Elisa Snedaker, William Stone and Karen Wolfe.

## 1. Welcome

1.1 Call to Order - Scott C. Jelinski, Board President

Mr. Jelinski called the meeting to order at 7:14 PM

1.2 Meeting Protocol

Mr. Jelinski announced the meeting protocol for public comment.

1.3 Pledge of Allegiance

Mr. Jelinski led the meeting in the Pledge of Allegiance.

1.4 Roll Call - William R. Stone, Jr., Board Secretary

Mr. Stone called the roll. Eight members present, Mr. Braccio was absent.

## 2. Student Recognition

2.1 Recognition of Students - Souderton Area High School - Arrowhead Newspaper

Mr. Gallagher introduced Assistant High School Principal Mr. Coddington who praised and introduced the Arrowhead advisor, Dr. Stacey Aronow. Dr. Aronow highlighted the group's achievements in the past year which included the following awards:

- PENNSYLVANIA SCHOOL PRESS ASSOCIATION — ALL STATE AWARD and GOLD MEDAL
- NATIONAL SCHOLASTIC PRESS ASSOCIATION—FIRST CLASS AWARD
- Marks of Distinction “Leadership” and “Coverage and Content”
- COLUMBIA SCHOLASTIC PRESS ASSOCIATION — GOLD MEDAL
- All Columbian Honors “Visual”

Student editors were announced:

Arianna Carlson  
Katie Offner  
Angelica Savoca  
Anna Portock  
Megan Derstine  
Neha Bhardwaj  
Gabriella Caracciolo  
Nick Cardillo  
Griffin Horner  
Julia Kim  
Bryan Freedman  
Riley Strenta

Mr. Gallagher complimented and congratulated the Arrowhead. Mr. Jelinski also had high praise for the Arrowhead and their continued excellence. Mr. Jelinski thanked and recognized the parents.

#### MOTION TO RECOGNIZE SOUDERTON AREA HIGH SCHOOL STUDENTS FOR JOURNALISM EXCELLENCE

Motion by Thomas Kwiatkowski, second by Ken Keith.

Final Resolution: Motion Carries

Aye: Jill Basile, William Brong, Janet Flisak, Matt Holliday, Scott Jelinski, Thomas Kwiatkowski, Ken Keith, Donna Scheuren

#### 2.2 Recognition of Students - Souderton Area High School Academic Challenge Team

Mr. Coddington introduced the three-time champion Academic Challenge Team and its advisor, Mr. Mike Cahill. Mr. Cahill summarized the season and noted their planned trip to the state championships on Friday April 29. Mr. Cahill introduced the team:

Avery Price  
Reid Myers  
Thomas Schloo  
Emma Farrell  
Erin Solomon

Mrs. Scheuren praised the team and presented Mr. Cahill a plaque from the MCIU Board of Directors, congratulating them on the "three-peat." Mr. Jelinski congratulated the team. Mr. Gallagher recognized the parents.

#### MOTION TO RECOGNIZE THE ACADEMIC CHALLENGE TEAM FOR WINNING THE REGIONAL COMPETITION

Motion by Donna Scheuren, second by Jill Basile.

Final Resolution: Motion Carries

Aye: Jill Basile, William Brong, Janet Flisak, Matt Holliday, Scott Jelinski, Thomas Kwiatkowski, Ken Keith, Donna Scheuren

## 2.3 Recognition of Students - Souderton Area High School - PA Junior Academy of Science

Mr. Coddington introduced High School Science teacher, Mrs. Karen Wolfe. Mrs. Wolfe announced the Pennsylvania Junior Academy of Science, the Montgomery County Science Research Competition and the Delaware Valley Science Fair first place winners. Mrs. Wolfe introduced and congratulated the numerous winners:

Mikayla Carty  
Priya Devanarayan  
Madison Fortier  
Hannah Lewis  
Ethan Moyer  
Henry Price  
Benjamin Solomon  
Dominic Adamo  
Benjamin Antill  
Michaela Rosie  
Neda Mahjour  
Elizabeth Wilson  
Avery Price  
Erin Solomon

Mr. Jelinski congratulated the winners prior to the motion. Mr. Gallagher thanked the parents for choosing traditional public schools.

### MOTION TO RECOGNIZE STUDENTS FOR FIRST PLACE WIN AT PA JUNIOR ACADEMY OF SCIENCE

Motion by William Brong, second by Donna Scheuren.

Final Resolution: Motion Carries

Aye: Jill Basile, William Brong, Janet Flisak, Matt Holliday, Scott Jelinski, Thomas Kwiatkowski, Ken Keith, Donna Scheuren

## **3. Report of the Student Representatives to the Board**

### 3.1 Student Representatives Update on Activities and Events at Souderton Area High School

High School Junior Emma Spangler gave an update on the happenings at the high school that included the FBLA State competition in Hershey where our students placed first in three categories. Emma also noted that the school musical "Phantom of the Opera" sold out three of their four performances, and that Link Crew has already begun their outreach activities to the current 8th grade classes. Emma also noted upcoming events in May include AP and Keystone testing, the Junior Prom, the Color Dash and Special Olympics.

Mr. Gallagher recognized Emma for her service as student representative to the Board for this school year.

## **4. Public Comments on Agenda Items**

#### 4.1 Public Comment

There were no public comments.

### **5. Report of the President**

#### 5.1 Report on Executive Session Meeting(s) held by the Board

Mr. Jelinski announced an Executive Session was held on March 31, 2016 to discuss the legal issues regarding the statutory hearing for the Souderton Charter School Collaborative and was approximately 60 minutes in duration.

An Executive Session was held on April 20, 2016 to discuss legal issues regarding the Souderton Charter School Collaborative, real estate matters involving the potential sale of District properties, and personnel matters to be included on the next legislative meeting agenda, including: administrative appointments, retirements and transfers. This meeting was approximately 50 minutes in duration.

Lastly, an Executive Session was held prior to tonight's meeting to discuss the personnel matters on this agenda, including administrative appointments and compensation plans, and a confidential settlement and release agreement with a student. The meeting lasted 25 minutes in duration.

### **6. Consent/Action Agenda**

#### 6.1 Consent/Action Agenda Protocol

Mr. Gallagher announced the consent/action agenda protocol and items to be considered.

#### 6.2 Approve School Board Meeting Minutes from March 31, 2016

The Administration is seeking approval of the School Board Meeting Minutes from March 31, 2016 as presented.

#### 6.3 Approve Financial Statements and Check Listings - March 2016

The Administration is seeking Board approval for the Financial Statements and Check Listings for March 2016 as presented.

#### 6.4 Approve Request(s) to Attend Conferences/Workshops

Tamara Callahan  
EMC Principal  
PA Federal Programs Conference  
Seven Springs, PA  
May 1-3, 2016  
\$978.00  
Curriculum Budget

Catherine Heller  
Supervisor of CIA  
PA Federal Programs Conference  
Seven Springs, PA  
May 1-3, 2016  
\$1294.88  
Curriculum Budget

Christopher Hey  
Assistant Superintendent/Director of Human Resources  
PA Educational Leadership Summit  
State College, PA  
July 24-26, 2016  
\$884.96  
Human Resources Budget

Frank Gallagher  
Superintendent of Schools  
PA Educational Leadership Summit  
State College, PA  
July 24-26, 2016  
\$884.96  
Superintendent's Budget

Christine Bollinger  
Accounts Payable Clerk  
PASBO - Elements of Purchasing  
Harrisburg, PA  
May 10, 2016  
\$318.14  
Business Dept. Budget

#### 6.5 Approve Request(s) for Out-of-State/Overnight Field Trips

Matt Haines  
SAHS Assistant Principal  
Link Crew Team Building  
Camp Men-O-Lan  
Quakertown, PA  
August 23-24, 2016  
140 students / 18 chaperones, 3 security guards, nurse  
Funding: Building Budget

Salford Hills Elementary School

Outdoor School  
 Camp Men-O-Lan  
 Quakertown, PA  
 May 25-27, 2016  
 78 students / 15 chaperones  
 Funding: Student

Joe Gunn  
 Indian Crest MS Teacher  
 National History Day  
 Millersville University  
 Millersville, PA  
 May 10-11, 2016  
 9 students / 6 chaperones  
 Funding: Student

#### 6.6 Ratify Request(s) to Attend Conferences/Workshops

Jennifer Wevodau  
 ICMS Teacher  
 WEB Basic Training  
 Southbury, CT  
 April 4-6, 2016  
 \$2,195.00  
 Funding: Building Budget

#### 6.7 Ratify Request(s) for Out-of-State/Overnight Field Trips

Adam Tucker  
 HS Instrumental Music Teacher  
 Tournament Indoor Association Championships  
 Wildwood, New Jersey  
 April 27 - May 1, 2016  
 45 students / 15 adults  
 Funding: Student

#### 6.8 Approve Personnel Items - Administrative Staff

<u>RETIREMENT</u>	
MARYELLEN BROUSSEAU	Director of Curriculum, Instruction and Assessment, District Office Effective: July 29, 2016
<u>NEW HIRE</u>	
RAYMOND	Director of Technology CABINET POSITION Effective: On or before June 13, 2016 Education: University of Bridgeport (BS) 1983 Information Technology Infrastructure Library (ITIL) Certified

KASE III New Position	<u>Experience:</u> 2014-present - Centennial SD, Director of Information Technology; 2011-2014 - Downingtown Area SD, Director of Technology; 2010-2011 - Allegheny Intermediate Unity, Director of Information and Educational Technology; 2001-2010 - Central Bucks SD, Director of Information Technology <u>Recommended Salary:</u> \$118,000 (pro-rated)
<u>TRANSFERS</u>	
KATIE MCCOY Replacement for Jeffrey Pammer (Transfer)	From: Acting Principal, Indian Crest Middle School To: Principal, Indian Crest Middle School Effective: July 1, 2016 Salary: \$124,191
JEFFREY PAMMER Replacement for Dale Burkhard (Retired)	From: Acting Principal, West Broad Street Elementary School To: Principal, Indian Valley Middle School Effective: July 1, 2016

## 6.9 Approve Personnel Items - Professional Staff

<u>RETIREMENT</u>	
LUCY BUCHANAN	ESL Teacher, E. Merton Crouthamel Elementary School Effective: End of the 2015-2016 school year
WENDY CHRISTENSEN	Music Teacher, Oak Ridge Elementary School Effective: End of the 2015-2016 school year
<u>RESIGNATION</u>	
ELISABETH CLEMMER	Third Grade Teacher, Franconia Elementary School Effective: End of the 2015-2016 school year
<u>TRANSFER</u>	
JENNIFER HARVEY Replacement for Lauren Heil (Resigned)	From: .7 LTS/.3 Contracted Math Teacher, Souderton Area High School To: Full-Time Contracted Math Teacher, Souderton Area High School Effective: May 17, 2016
<u>REQUEST FOR COMPENSATED PROFESSIONAL SABBATICAL</u>	
ALYSSA PICARD	Reading Teacher, Indian Valley Middle School Request for Compensated Professional Leave for the entire 2016-2017 school year.
<u>REQUEST FOR CHILDREARING</u>	

<u>LEAVE</u>	
TERESA DOYLE	Family & Consumer Science Teacher, Souderton Area High School Request for Childrearing Leave following 12-weeks Family Medical Leave extending through the first semester of the 2016-2017 school year. Mrs. Doyle plans to return to work for the second semester of the 2016-2017 school year

## 6.10 Approve Personnel Items - Support Staff

<u>RESIGNATIONS</u>	
ALISON KOSS	Student Services Secretary, Grades 9-10, Souderton Area High School Effective: June 10, 2016
BRIANNA LEIDY	Part-Time Custodian, Souderton Area High School Effective: April 29, 2016
<u>NEW HIRES</u>	
JENNIFER ANN BROWN	Substitute Food Service Assistant Effective: April 11, 2016 Wage: \$9.37 per hour - Hours: As needed
KATHERINE CARTER Replacement for Karen Gargano (Transfer)	Special Education Instructional Assistant, Indian Crest Middle School Effective: April 14, 2016 Wage: \$11.73 per hour - Hours: 6.5 per day
SARA CORCHIOLO	Substitute Cafeteria/Playground Aide, E. Merton Crouthamel Elementary School Effective: April 8, 2016 Wage: \$9.70 per hour - Hours: As needed
THUVAN NGOC HONG Replacement for Brett Landis (Transfer)	Part-Time Custodian, Souderton Area High School Effective: April 12, 2016 Wage: \$11.17 per hour - Hours: 4 per day
VENTS RIMBENIEKS Replacement for Dayna Shelly (Resigned)	Part-Time Custodian, Franconia Elementary School Effective: April 11, 2016 Wage: \$11.17 per hour - Hours: 4 per day
<u>TRANSFER</u>	
MICHELE VITELLI Replacement for Deborah Snyder (Resigned)	From: Substitute Secretary To: Guidance Office Secretary, Souderton Area High School Effective: April 14, 2016 Wage: \$13.53 per hour - Hours: 7.5 per day
CHRISTINA BOLLINGER Replacement for Michele Koffel	From: Accounts Payable/Bookkeeper To: Fixed Assets/Procurement Specialist Effective: July 11, 2016 Wage: TBD - Dependent upon contract approval - Hours: 7.5 per day



(Retired)	
<u>REQUEST FOR EXTENDED UNPAID LEAVE</u>	
ELIZABETH YODER	Special Education Instructional Assistant, Franconia Elementary School Request for extended unpaid leave beginning May 14, 2016 and extending through the end of the 2015-2016 school year.

### 6.11 Approve Personnel Items - Substitute Staff Additions

#### Substitute Nurses

Elizabeth Fino  
Elaine Gerhart  
Lindsay Magill

#### Substitute Teachers

Yana List  
James Mahar, Jr.  
Jennifer Toby  
Laura Waite  
Jared Wolfe

### 6.12 Approve Personnel Items - Teacher Mentors and Peer Coaches

Barbara Coale	Mentor to Samantha Sweeney-Horton (Revised - pro-rated due to shared position)	\$273.00
Nikki Trout	Mentor for Brittany Kruger (pro-rated)	\$143.00
Nikki Trout	Mentor for Samantha Sweeney-Horton (pro-rated)	\$143.00

### 6.13 Approve Personnel Items - Aquatics Staff and Game Workers

<u>NEW HIRES</u>	
PATRICIA BURNS	Lead Trainer Effective: March 31, 2016 Wage: \$20.00 per hour - Hours: As needed
MAUREEN MORRIS	Swim Instructor Effective: March 30, 2016 Wage: \$9.00 per hour - Hours: As needed
RICHARD SMITH	Trainer Effective: March 31, 2016 Wage: \$15.00 per hour - Hours: As needed
DAWNE WENTZEL	Trainer Effective: March 31, 2016 Wage: \$15.00 per hour - Hours: As needed
	Lead Trainer

LOUIS WILLIAMS	Effective: March 31, 2016 Wage: \$20.00 per hour - Hours: As needed
MARK WITOSLAWSKI	Lead Trainer Effective: April 18, 2016 Wage: \$20.00 per hour - Hours: As needed

GAME WORKERS:

SARAH RENN
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## 6.14 Approve Cabinet Compensation Plan

Approve Cabinet Compensation Plan effective July 1, 2016 through June 30, 2018

## 6.15 Approve Colleges and Universities for Student-Teacher Partnering

Motion to Approve Colleges and Universities for Student -Teacher Partnering Souderton Area School District will consider student-teacher placements from the following list of eligible colleges and universities for the 2016-2017 school year. The colleges/universities will furnish a credential packet on behalf of the student teacher prior to the district securing a placement. The credential packet will include: formal placement request letter, student teacher application, essay, resume, Praxis scores (if available), letter of recommendation, Act 34 Pennsylvania Criminal Record Check, Act 114 FBI Criminal History Record, Act 151 Pennsylvania Child Abuse History Clearance, Tuberculosis test results, and academic transcripts.

- Arcadia University
- Alvernia University
- Bloomsburg University
- Bowling Green State University
- Cabrini College
- Cairn University
- Chestnut Hill College
- Delaware Valley College
- Drexel University
- Eastern University
- Gwynedd-Mercy College
- Immaculata College
- Lehigh University
- Mansfield University
- The Pennsylvania State University
- St. Joseph's University
- Temple University
- West Chester University
- Ursinus College

## 6.16 Approve Extension of the Confidential Placement and Release Agreement

The Administration is seeking approval for an Extension to an existing Confidential Placement and Release Agreement for one (1) Souderton Area School District Student.

#### 6.17 Approve Board of School Directors 2016-2017 Meeting Calendar

The 2016-2017 Board of School Directors Meeting Calendar is requested for approval, and will be publicly advertised in accordance with the School Code requirements.

#### 6.18 Second Reading of Revised Finance Policies

The Administration recommends a Second Reading of revisions to the following Finance policies:

Policy No.	Policy Title	Last Revised
601	Objectives	Jan. 1985
602	Budget Planning	Jan. 1985
604	Budget Hearing	Jan. 1985
605	Tax Levy	Jan. 1984
606	Tax Collection	Jan. 1985
607	Tuition Income	Jan. 1985
608	Bank Accounts	Jan. 1985
611	Purchases Budgeted	Nov. 1990
612	Purchases Not Budgeted	Jan. 1985
613	Cooperative Purchasing	Jan. 1985
614	Payroll Authorization	Jan. 1992
615	Payroll Deductions	Jan. 1985
617	Petty Cash	Jan. 1985
619	District Audit-Public	Jan. 1985

#### 6.19 Second Reading of Middle School Accelerated Math Program

Administration will be seeking a second reading of Accelerated Math and adoption of Big Ideas in Math: Accelerated Math textbook.

#### 6.20 Approve and Award Custodial Supply Bid

The Administration recommends approval of the custodial bids for Summer 2016.

#### 6.21 Approve 2016-2017 Special Education Cost Plan with MCIU

The Administration recommends approval of the 2016-2017 Special Education Cost Plan with the Montgomery County Intermediate Unit.

#### 6.22 Approve the 2016-2017 North Montco Technical Career Center Budget

The Administration recommends approval of the 2016-2017 North Montco Technical Career Center

## Budget.

### 6.23 First Reading of New and Revised Policies

The Administration recommends a first reading of the following new policies:

No. 626 - *Federal Fiscal Compliance*

No. 626.1 - *Travel Reimbursement*

No. 827 - *Conflicts of Interest*

The Administration also recommends a first reading of revisions to Policy No. 808, *Food Services*.

### 6.24 Ratify Tax Assessment Appeal Stipulation Agreement

The Board will be approving a tax assessment appeal stipulation agreement between the District and a property owner in Lower Salford Township.

### 6.25 Approve Designation of Agent Resolution

Administration recommends approval of Frank H. Ball, Supervisor of Operations, to act as agent for Souderton Area School District in order to obtain federal emergency assistance from the January 24, 2016 snowstorm.

### 6.26 Acknowledge PDE Approval of PlanCon Part D and Part E for the EMC Project

The Administration recommends acknowledgement of PDE approval of PlanCon Part D, *Project Accounting Based on Estimates*, and PlanCon Part E, *Design Development*, for the E. M. Crouthamel Elementary School Project #3841.

### 6.27 APPROVE ALL CONSENT/ACTION AGENDA ITEMS AS PRESENTED

Mr. Gallagher congratulated Katie McCoy on her promotion to Indian Crest Middle School principal, and noted her as the first female middle school principal in SASD history. Mr. Jelinski also congratulated her. Mrs. McCoy thanked the Board. Mr. Gallagher introduced Mr. Ray Kase as the new Director of Technology, and complimented Ray on his experience and knowledge. Mr. Jelinski welcomed Mr. Kase and he had comments about his excitement on his appointment. Mr. Gallagher also noted the retirement of Ms. Maryellen Brousseau, thanking her for her service. Ms. Brousseau thanked the Board and Administration for her time in SASD. Mr. Jelinski as well as Mr. Brong, Mr. Kwiatkowski, Mrs. Scheuren, Mrs. Flisak and Mrs. Basile also thanked and praised Ms. Brousseau.

Resolution: MOTION TO APPROVE ALL CONSENT/ACTION AGENDA ITEMS AS PRESENTED.

MOTION TO APPROVE ALL CONSENT/ACTION AGENDA ITEMS AS PRESENTED.

Motion by William Brong, second by Donna Scheuren.

Final Resolution: Motion Carries

Aye: Jill Basile, William Brong, Janet Flisak, Matt Holliday, Scott Jelinski, Thomas Kwiatkowski, Ken Keith, Donna Scheuren

## **7. Discussion/Action Agenda**

There were no items on the discussion/action agenda.

## **8. Future Meetings**

Mr. Jelinski announced the future meetings:

DATE	ORGANIZATION	TIME	LOCATION
May 11, 2016	SASD Board Committee Meetings	6:30PM	District Administrative Office
May 16, 2016	North Montco Technical Career Center Joint Operating Committee Meeting	7:00PM	NMTCC 1265 Sumneytown Pike Lansdale
May 24, 2016	Indian Valley Regional Planning Commission	7:00PM	Franconia Township Building 671 Allentown Road Telford
May 25, 2016	Montgomery County Intermediate Unit Board of School Directors Meeting	7:00PM	MCIU 2 West Lafayette Street Norristown
May 26, 2016	SASD Board of School Directors Meeting	7:00PM	District Administrative Office

## **9. Report of the Solicitor**

### 9.1 Report of the Solicitor

There was no report from substitute solicitor Mark Fitzgerald.

## **10. Unfinished/New Business of the Board**

### 10.1 Unfinished/New Business from the Board

Mrs. Basile provided an update on the Indian Valley Education Foundation noting the recognition of

volunteer Nancy Cianchetta. Mrs. Basile also gave a reminder for the Education Foundation Golf Outing on August 19th, at Macoby Run Golf Course. The outing will be held in cooperation with The Harleysville Rotary Club.

## **11. Public Comments**

### 11.1 Public Comments

There were no public comments.

## **12. Adjournment**

### 12.1 Adjournment of the Meeting

MOTION TO ADJOURN THE BOARD OF SCHOOL DIRECTORS' MEETING.

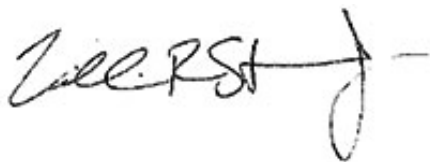
Motion by Thomas Kwiatkowski, second by Donna Scheuren.

Final Resolution: Motion Carries

Aye: Jill Basile, William Brong, Janet Flisak, Matt Holliday, Scott Jelinski, Thomas Kwiatkowski, Ken Keith, Donna Scheuren

The meeting was adjourned at 7:56 P.M.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Will. R. Stone". The signature is written in a cursive style with a long horizontal stroke extending to the right.

William R. Stone  
Board Secretary