

# BOARD OF SCHOOL DIRECTORS MONTHLY ACTION MEETING MINUTES

## Thursday, January 28, 2016

Generated by Renai Cardillo on Friday, January 29, 2016

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

**Others present:** Brigitte Bagocius, Maryellen Brousseau, Stephen Bukowski, Sharon Fuhrman, Henry Franz, Frank Gallagher, Christopher Hey, Carol Luciani, Andy McClintock, Elisa Snedaker, William Stone and Jeff Sultanik

## 1. Welcome

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

Mr. Jelinski called the meeting to order at 7:09 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. Brong was absent.

## 2. Souderton Spotlight

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### 2.1 Technology in the Classroom

Mrs. Brousseau introduced the Spotlight video which showcased the *Technology in the Classroom* event held at the High School in November. The video highlighted how technology is being used by our students throughout the district.

Mr. Jelinski commented positively on the video.

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

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

Senior Katie Offner mentioned the newly created Design, Marketing & Communications Club and a new mentorship opportunity with our local police departments. Junior David Gayle mentioned the rescheduled Winter Ball also known as *SnoComing*, and the upcoming *Souderton's Got Talent* in which he will be participating.

## 4. Public Comments on Agenda Items

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## 4.1 Public Comment

There were no public comments.

# 5. Report of the President

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

Mr. Jelinski announced that an Executive Session meeting was held prior to tonight's meeting to discuss personnel items.

# 6. Consent/Action Agenda

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## 6.1 Consent/Action Agenda Protocol

Mr. Gallagher announced the Consent/Action Agenda Protocol and the items for approval at tonight's meeting.

## 6.2 Approve School Board Meeting Minutes from December 2015

The Administration is seeking approval of the School Board Meeting Minutes from December 17, 2015 as presented.

## 6.3 Approve School Board Meeting Minutes from Special Board Action Meeting - January 7, 2016

The Administration is seeking approval for the Board Action Meeting Minutes from the January 7, 2016 Special Board Action Meeting.

## 6.4 Approve Financial Statements and Check Listings for the Month of December 2015

The Administration is seeking Board approval for the Financial Statements and Check Listings for December 2015 as presented.

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

Susan Hadfield  
Assistant Principal  
Indian Valley MS  
WEB Training (Boomerang Project)  
Stanbury, CT  
April 3-6, 2016  
\$2,298.50  
Building Budget

Gina Shoemaker  
Teacher  
Indian Valley MS

WEB Training (Boomerang Project)  
Stanbury, CT  
April 3-6, 2016  
\$2,298.50  
Building Budget

G. Megan Good  
Teacher  
Souderton Area HS  
AP Summer Institute Language & Composition  
Norristown, PA  
August 1-4, 2016  
\$987.10  
AP Funds

Frank T. Gallagher  
Superintendent  
PETE & C - Technology Expo & Conference  
Hershey, PA  
February 22-23, 2016  
\$390.38  
Title Funds

Katie Kennedy-Reilly  
Supervisor of Curriculum, Instruction & Assessment  
PETE & C - Technology Expo & Conference  
Hershey, PA  
February 22-23, 2016  
\$615.76  
Title Funds

Maryellen Brousseau  
Director of Curriculum, Instruction & Assessment  
PETE & C - Technology Expo & Conference  
Hershey, PA  
February 22-23, 2016  
\$390.78  
Title Funds

Jennifer Granito  
SAHS Teacher  
PETE & C - Technology Expo & Conference  
Hershey, PA  
February 22-23, 2016  
\$423.00  
Title Funds

Christine Jackson  
SAHS Teacher  
PETE & C - Technology Expo & Conference  
Hershey, PA  
February 22-23, 2016  
\$440.38  
Title Funds

Frank Ball  
Supervisor of Operations  
PASBO Annual Conference  
Hershey, PA  
March 9-11, 2016  
\$822.82  
Operations Budget

Blair Endy  
 SAHS Teacher  
 AP College Board - AP English Language & Comp Inst.  
 Norristown, PA  
 August 1-4, 2016  
 \$944.88  
 AP Funds

Bill Stone  
 Director of Business Affairs  
 PASBO Annual Conference  
 Hershey, PA  
 March 8-11, 2016  
 \$691.46  
 Business Dept. Budget

Elisa Snedaker  
 Assistant Business Manager  
 PASBO Annual Conference  
 Hershey, PA  
 March 9-11, 2016  
 \$384.50  
 Business Dept. Budget

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

Souderton Are HS Key Club Students  
 Key Club District Convention  
 The Penn Stater  
 State College, PA  
 Teacher: Rebecca Beemer  
 March 11-13, 2016  
 9 students / 1 teacher  
 Funding: Student

Indian Valley & Indian Crest MS Leo Clubs  
 Leo Club Service Project  
 PA Lions Beacon Lodge Camp  
 Mt. Union, PA  
 Teachers: Heather Gossler & Jennifer Odenwald  
 April 8-10, 2016  
 15 students / 4 adults  
 Funding: Student

## 6.7 Approve Personnel Items - Administrative Staff

<b>TRANSFER</b>	
KATIE MCCOY Replacement for Jeffrey Pammer (on Assignment)	From: Assistant Principal, Indian Crest Middle School To: Acting Principal, Indian Crest Middle School Effective: January 11, 2016 Stipend: \$1,000 per month (pro-rated)

## 6.8 Approve Personnel Items - Request for Extension of Unpaid Medical

## Leave

Approve request for extension of unpaid medical leave for employee ID #10290 through the remainder of the 2015-2016 school year.

### 6.9 Approve Personnel Items - Professional Staff

<b>NEW HIRES:</b>	
MICHAEL D'ANNUNZIO Replacement for Heather Griffin (Childrearing)	Fifth Grade Teacher, West Broad Street Elementary School LONG-TERM SUBSTITUTE <u>Effective:</u> December 17, 2015 for the remainder of the 2015-2016 School Year <u>Education:</u> West Chester University (BS) 2015 <u>Experience:</u> October 2015-present - Souderton Area SD, Substitute Teacher; September 2014-May 2015 - Glen Acres Elementary School, 3rd Grade Student Teacher; May 2013-October 2015 - North Penn YMCA, Teacher Assistant <u>Recommended Salary:</u> \$43,113 (pro-rated) - B (1)
JACQUELINE DICANDILO Replacement for Brooke Clemmer (Sabbatical)	First Grade Teacher, Salford Hills Elementary School LONG-TERM SUBSTITUTE <u>Effective:</u> Second Semester of the 2015-2016 School Year <u>Education:</u> Kutztown University (BS) 2000 <u>Experience:</u> November 2015-present - Souderton Area SD, Intervention Teaching Assistant, Salford Hills Elementary School; August-November 2015 - Souderton Area SD, Extended Per-Diem First Grade Substitute Teacher, Salford Hills Elementary School; April 2014-June 2015 - Souderton Area SD, LTS Second Grade Teacher, Franconia Elementary School; September 2012-April 2014 - Souderton Area SD, Title I Teaching Assistant, Franconia Elementary School <u>Recommended Salary:</u> \$21,442.34 - B (1)
KRISTINA FLANAGAN Replacement for Amy Posey (Resigned)	School Psychologist, Franconia Elementary School LONG-TERM SUBSTITUTE <u>Effective:</u> February 2, 2016 through end of 2015-2016 School Year <u>Education:</u> Albright College - (BA) 2007 Millersville University - (MS) 2010 <u>Experience:</u> Aug. 2015-present - Souderton Area SD - Extended Per-Diem Substitute School Psychologist, Vernfield Elementary School; March 2012-Aug. 2015 - Independent Contractor, School Psychologist <u>Recommended Salary:</u> \$25,461.78 (pro-rated) - M (1)
LAUREN MURAWSKI Replacement for Sabrina Bratcher (Resigned)	Math Teacher, Indian Crest Middle School TEMPORARY PROFESSIONAL <u>Effective:</u> January 19, 2016 <u>Education:</u> Ursinus College (BS) 2008 <u>Experience:</u> August 2015-present - Souderton Area SD - Indian Crest Middle School, ESL Teaching Assistant; 2009-2012 - Math Tutor <u>Recommended Salary:</u> \$43,113 (pro-rated) - B (1)
MICHAEL RAMSTECK Replacement for Rebecca Lemieux (Childrearing)	School Psychologist, Oak Ridge Elementary School LONG-TERM SUBSTITUTE <u>Effective:</u> Second Semester, 2015-2016 School Year <u>Education:</u> Philadelphia University - (BS) 2010 Philadelphia College of Osteopathic Medicine - (MS) 2015 <u>Experience:</u> Aug. 2015-present - Souderton Area SD - LTS School Psychologist, Oak Ridge Elementary School; Sept. 2014-June 2015 - Radnor Township SD - School Psychology Intern; 2013-2014 - School District of Jenkintown - Practicum <u>Recommended Salary:</u> \$25,461.78 - M (1)
<b>REQUEST FOR CHILDREARING LEAVE</b>	
BARBARA COALE	School Counselor, Indian Crest Middle School Request for Childrearing Leave, following 12-weeks leave under FMLA, through the end of the 2015-2016 school year. Mrs. Coale plans to return for the start of the 2016-2017 school year.

KATHERINE GOLEBIEWSKI	Fourth Grade Teacher, Oak Ridge Elementary School Request for Childrearing Leave, following 12-weeks leave under FMLA, through the end of the 2015-2016 school year. Mrs. Golebiewski plans to return for the start of the 2016-2017 school year.
ALLISON POWERS	Health/Physical Education Teacher, Franconia Elementary School Request for Childrearing Leave, following 12-weeks leave under FMLA, through the end of the 2015-2016 school year. Mrs. Powers plans to return for the start of the 2016-2017 school year.

## 6.10 Approve a Teacher on Special Assignment Agreement

Approve a Teacher on Special Assignment Agreement with the Souderton Area Education Association

## 6.11 Approve Personnel Items - Support Staff

<b>RESIGNATIONS:</b>	
STEPHANIE HEPPARD	Special Education Instructional Assistant, Indian Valley Middle School Effective: February 5, 2016
STACY HULL	Intervention Teaching Assistant, Oak Ridge Elementary School Effective: December 11, 2015
JENNIFER LINBERGER	Special Education Instructional Assistant, Life Skills, Indian Valley Middle School Effective: January 15, 2016
LAUREN MERGEN	Security Officer, Souderton Area High School Effective: January 7, 2016
LAUREN MURAWSKI	ESL Teaching Assistant, Indian Crest Middle School Effective: January 15, 2016
JAMIE WINTERS	Part-Time Custodian, Salford Hills Elementary School Effective: January 13, 2016
<b>NEW HIRES:</b>	
MELISSA BAKER	Substitute Cafeteria/Playground Aide, Oak Ridge Elementary School Effective: December 14, 2015 Wage: \$9.70 per hour - Hours: As needed
LEEANN BARNES Replacement for Deborah Nentwig (Transfer)	Part-Time Custodian, Vernfield Elementary School Effective: January 4, 2016 Wage: \$11.17 per hour - Hours: 4 per day
LAUREN GAVINSKI Replacement for Stacy Hull (Resigned)	Intervention Teaching Assistant, Oak Ridge Elementary School Effective: January 7, 2016 Wage: \$13.66 per hour - Hours: 5.75 per day
STACEY METZLER .5 New Position & .5 Replacement for Rebecca Nagy (Transfer)	ESL Teaching Assistant, Souderton Area High School Effective: January 4, 2016 Wage: \$13.66 per hour - Hours: 5.75 per day
LORENA ROSARIO-MEJIAS Replacement for Jennifer Linberger (Resigned)	Special Education Instructional Assistant, Life Skills, Indian Valley Middle School Effective: January 19, 2016 Wage: \$11.28 per hour - Hours: 6.5 per day
ALI ROSENBERGER New Position	Title I Teaching Assistant, E. Merton Crouthamel Elementary School Effective: December 16, 2015 Wage: \$13.66 per hour - Hours: 5.5 per day
ALI ROSENBERGER	Classroom Assistant, E. Merton Crouthamel Elementary School

New Position	Effective: December 16, 2015 Wage: \$10.45 per hour - Hours: 0.5 per day
THERESA SHAFFER	Substitute Cafeteria/Playground Aide, Vernfield Elementary School Effective: January 4, 2016 Wage: \$9.70 per hour - Hours: As needed
ANDREW TO Replacement for Ryan Fabiani	Part-Time Custodian, Souderton Area High School Effective: January 4, 2016 Wage: \$11.17 per hour - Hours: 4 per day
<b>TRANSFERS:</b>	
C. SHANNON CHASE New Position	From: Special Education Instructional Assistant, Autistic Support, Vernfield Elementary School To: Special Education Instructional Assistant, One-to-One, Vernfield Elementary School Effective: TBD Wage: \$11.93 per hour - Hours: 6 per day
BRIAN DIEHL Replacement for Jamie Winter (Resigned)	From: Part-Time Custodian, Souderton Area High School To: Part-Time Custodian, Salford Hills Elementary School Effective: TBD Wage: \$11.17 per hour - Hours: 4 per day
DEBORAH NENTWIG Replacement for Tricia Pinkney (Transfer)	From: Part-Time Custodian, Vernfield Elementary School To: Receptionist, Indian Crest Middle School Effective: January 1, 2016 Wage: \$12.51 per hour - Hours: 7 per day
STEPHANIE ROBER Replacement for Nancy Welby (Transfer)	From: Food Service Substitute To: Food Service Assistant, Indian Valley Middle School Effective: January 18, 2016 Wage: \$10.06 per hour - Hours: 4.5 per day
MARK WALDSPURGER Replacement for Gary Thomas (Retired)	From: 3rd Shift Custodian, Souderton Area High School To: 2nd Shift Custodian, Salford Hills Elementary School Effective: January 25, 2016 Wage: \$21.14 per hour - Hours: 8 per day

## 6.12 Approve Personnel Items - Teacher Mentor(s)

Elisabeth Babich	Co-Mentor for Michael D'Annunzio (pro-rated)	\$179.00
Christine Wuelfing	Co-Mentor for Michael D'Annunzio (pro-rated)	\$179.00
Tara Ambruch	Mentor for Lauren Murawski (second semester)	\$300.00
Nicole Pauzano	Mentor for Michael Ramsteck (second semester)	\$300.00

## 6.13 Approve Personnel Items - Substitute Staff Additions

### Substitute Teachers:

Russell Biegalski  
Delbert Daubert IV  
Krista DiPietrantonio  
Teresa Gabel  
Maggie Horvath  
Derek Kostovich

Kirsten Kuchera  
 Nicholas Mandia  
 Stacey Metzler  
 Ali Rosenberger  
 Courtne Young

**Substitute Assistant:**

Jennifer Linberger

## 6.14 Approve Personnel Items - Supplemental Contracts, Coaches, and Game Workers

**Coaching Contract:**

Name	Sport	Position	School	Amount
David Aaronson	Wrestling	Assistant Coach	Indian Crest/Indian Valley Middle Schools	\$1,661

**Supplemental Contract:**

Name	Position	School	Amount
Barbara Bescher	School Psychologist Coordinator	Souderton Area School District	\$1,500 (New Amount due to resignation of Amy Posey)
Stuart Marjoram	Design Marketing and Communication Club Co-Advisor	Souderton Area High School	\$300 (Paid for by USDA Grant Money)
Michael Olenick	Design Marketing and Communication Club Co-Advisor	Souderton Area High School	\$300 (Paid for by USDA Grant Money)
Brian Ruth	Design Marketing and Communication Club Co-Advisor	Souderton Area High School	\$300 (Paid for by USDA Grant Money)
Christine Crim	Math Counts Advisor	Indian Crest Middle School	\$375 (Replacement for Sabrina Bratcher - resigned)
Stephen Straka	Elementary Honors Band Co-Advisor	District	\$667 (Replacement for Dana Gerhart - resigned)

**Game Workers:**

Gara Colelli	Bruce Limbert
Donald McDonough	Scott D. Myers
James Schulte	Jenna Waldon

## 6.15 Approve Personnel Items - Additions to Community Education Winter Instructors

Name	Course	Salary
Bigham, Uyvone	Machine Knitting	\$20.00 per hour / 10 hours Total \$200.00
Nidelcheff, Robin	Wheel-thrown & Hand-built Pottery (Session 1)	Workshop Fee of \$525
Nidelcheff, Robin	Wheel-thrown & Hand-built Pottery (Session 2)	Workshop Fee of \$525



## 6.16 Approve an Employee Separation & Release Agreement

Approve an Employee Separation & Release Agreement for employee ID#11451 effective January 6, 2016

## 6.17 Approve Per-Diem Substitute Wage Revisions, effective February 15, 2016.

Approve Per-Diem Substitute Wage Revisions, effective February 15, 2016.

## 6.18 Approve Proposed Middle School Redistricting 2016-2017

The Administration recommends middle school redistricting for the 2016-2017 school year.

## 6.19 Approve Contract for Roof Replacement at Oak Ridge Elementary School

The Administration recommends approval of a contract with Garland/DBS, Inc. for the replacement of the Oak Ridge Elementary School roof. Garland/DBS will engage David/Randall Associates of Harleysville, PA as the sub-contractor to complete the work at a cost of \$1,430,538.

## 6.20 Accept the Single Audit Report 2014-2015

The Administration recommends acceptance of the Single Audit Report from Gorman & Associates, PC for the year ended June 30, 2015.

## 6.21 Approve Grant Awarded to E. M. Crouthamel Elementary School

The Administration recommends accepting a \$5,000 grant received from Scholastic Reading Club / James Patterson's \$1.5 Million Pledge to School Libraries to E. M. Crouthamel Elementary School per Policy 702, *Gifts, Grants and Donations*.

## 6.22 Approve the Disposal of Excess, Obsolete and Non-Repairable Equipment

A list of the materials is found on the Souderton Area School District website under District/Finance/Announcements. Property is available for inspection by the public during the period of January 29, 2016 to February 19, 2016.

## 6.23 Acknowledge PDE Approval of PlanCon Part B for the EMC Project

The Administration recommends acknowledgement of PDE approval of PlanCon Part B, Schematic Design, for the E. M. Crouthamel Elementary School Project #3841.

## 6.24 Approve Additional Depository for 2015-2016

The Administration recommends the addition of Harleysville Savings Bank to the depository listing for 2015-2016.

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

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

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

Motion by Thomas Kwiatkowski, second by Jill Basile.

Final Resolution: Motion Carries

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

## 7. Discussion/Action Agenda

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## 8. Future Meetings

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### 8.1 Future Meetings

Mr. Jelinski announced future meetings:

Wednesday February 10 2016	SASD Board Committee Meeting	6:30 PM	SASD District Administrative Office
Monday February 17 2016	NMTCC Joint Operating Committee Meeting	7:00 PM	North Montco Technical Career Center Sunneytown Pike Lansdale
Wednesday February 24 2016	MCIU Board of School Directors Meeting	7:00 PM	MCIU 2 West Lafayette Street Norristown
Thursday February 25 2016	SASD Board Action Meeting	7:00 PM	SASD District Administrative Office

## 9. Report of the Solicitor

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### 9.1 Report of the Solicitor

There was no report from the Solicitor.

## 10. Unfinished/New Business of the Board

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## 10.1 Unfinished/New Business from the Board

Mrs. Basile provided an update on the Indian Valley Education Foundation that included holiday giving from Salford Hills Elementary School community in the amount of \$960.00. In addition, Mrs. Basile shared a copy of the first IVEF Annual Report highlighting its contents. She also reminded to save the date of The Annual Golf Outing of August 19, 2016.

Mr. Gallagher noted that January was School Board Recognition Month. Mr. Gallagher recognized the hard work of the Board and expressed appreciation for their service.

Mr. Jelinski mentioned the recent Operations Committee regarding the EMC project. He commended the Board for their thoughtful discussion and ability to cooperate together. Mr. Jelinski also thanked Mr. Gallagher on behalf of the Board of School Directors.

## 11. Public Comments

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### 11.1 Public Comments

There were no public comments.

## 12. Adjournment

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### 12.1 Adjournment of the Meeting

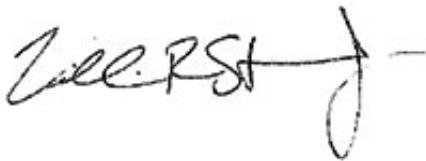
MOTION TO ADJOURN THE BOARD OF SCHOOL DIRECTORS' MEETING.

Motion by Jill Basile, second by Donna Scheuren.

Final Resolution: Motion Carries

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

Respectfully Submitted,



William R. Stone  
Board Secretary