



Board of School Directors Committee Meetings Minutes Wednesday, January 10, 2018

Generated by Renai Cardillo on Thursday, January 11, 2018

Members present: Nicholas Braccio, William Brong, Janet Flisak, Matt Holliday, Scott Jelinski, Ken Keith, Thomas Kwiatkowski, Stephen Nelson, Donna Scheuren

Others present: Frank Ball, Tamara Callahan, Tessa Colucci, Tom Ferlick, Henry Franz, John Franzen, Sharon Fuhrman, Frank Gallagher, Jon Graf, Sue Hadfield, Laura Heineck, Christopher Hey, Ray Kase, Katie Kennedy-Reilly, Fran Masin-Moyer, Michelle Noga, Dave Purnell, Carolyn Rosenberger, Lisa Snedaker, William Stone, and Geri Wilkocz.

1. Education-Personnel Committee

1.1 Annual Report

Mr. Kwiatkowski called the meeting to order at 6:38 P.M. and wished everyone a happy new year.

Mr. Kwiatkowski announced the addition of Board member Stephen Nelson to the Education-Personnel Committee and asked for introductions by everyone present at the table.

Dr. Gallagher opened the Annual Report presentation by announcing that the focus of the evening would be on our elementary level students. Dr. Katie Kennedy-Reilly gave an outline of items within the presentation that included: Demographics, Student Learning, Curricular Areas, Local and State Data, Targeted Action and Student Reflections. Dr. Kennedy-Reilly noted that many of the photos contained in the presentation were directly from our active teacher Twitter accounts.

Dr. Gallagher reviewed district demographics, attendance, special populations, transportation, wellness, class sizes, student learning and our continued focus on the whole child. Each member of the elementary team shared the various screenings, techniques and instructional practices which are being implemented in their buildings to support student learning. Dr. Kennedy-Reilly highlighted the Phonological Awareness Literacy Screening (PALS) data noting that it is a research based diagnostic and progress monitoring tool. The District has been collecting this data for two years and it provides a direct means to match literacy instruction for kindergarten and PALS Plus for first grade. Dr. Kennedy-Reilly also discussed the intervention actions of Response to Instruction and Intervention (RTII) and Extended Day Kindergarten (EDK). Dr. Kennedy-Reilly noted that the PALS information assists in the selection of students for EDK. Samples of writing data were presented to demonstrate growth and grade level benchmarks. Math proficiency data was reviewed along with targeted actions for intervention. Dr. Kennedy-Reilly also presented overviews of the science and social studies curricular areas, noting the integration of each with ELA programs and an increase in STEM presence across all disciplines and experiences.

A discussion ensued about EDK and how it would be impacted if the District went to a full day kindergarten program. Dr. Kennedy-Reilly commented that the EDK program would be fulfilled by a full day program. Dr. Kennedy-Reilly also commented that EDK does not mean that a student has or needs an IEP. Mrs. Scheuren asked about a cost comparison to implement for full day kindergarten.

Mrs. Callahan spoke about RTII (Response to Intervention and Instruction) and the intense instruction that is implemented for the most needy of students. One example unique to EMC is the LEO program (full day kindergarten). The KPALS data also allows review of data to tier intervention for first grade. Mrs. Callahan talked about the different programs that are delivered and the fluidity of each program, as data is reviewed every eight to 20 weeks. Mrs. Scheuren asked about the break in Panther time and Mrs. Callahan explained that no new instruction occurs during Panther time and that only existing learning is reinforced and supported.

Elementary Instructional Coach Mrs. Colucci explained Text Dependent Analysis (TDA) and the reading and response process for students. Mrs. Colucci commented on the challenge this may present to nine and ten year old students. Dr. Kennedy-Reilly noted that a Professional Development plan was created for our teachers on how best to implement instruction that will support the reading and analyzing of text. Dr. Kennedy-Reilly said it is a worthy and rigorous task for 3rd and 4th grade.

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As Dr. Kennedy-Reilly reviewed the slides on Social Studies and noted the overall focus on citizenship, history and global awareness. The celebration of "Bill of Rights Day" was mentioned as well as the acknowledgement of all civic holidays. The Social Studies curriculum is supported by several different field trips and culminates with an oral Social Studies project.

Dr. Kennedy-Reilly explained that the District approach to Science is hands-on that it also integrated with ELA. There is an increase in STEM presence across all disciplines. Mr. Jelinski asked about the Science Foss kits and Dr. Kennedy-Reilly reinforced the valuable use of the kits.

Mr. Jekinski asked if the scores that are reflected from other schools in the County are attainable, and Dr. Gallagher responded that we always strive to exceed County-wide data. It is often difficult to pinpoint an expectation. Dr. Kennedy-Reilly also commented that we measure our students on a continuum that follows them from kindergarten through graduation.

Mr. Purnell spoke on inquiry-based learning which is an approach to instruction that begins with a question. Students construct their own knowledge as they engage in a variety of experiences that provide them an opportunity to investigate solutions. Mrs. Scheuren asked about examples of inquiry-based learning and Dr. Gallagher suggested that a video could be created that would show examples.

Dr. Kennedy-Reilly reviewed a slide on the social & emotional support available to our students, citing the development of a positive and emotional climate which increases academic achievement, reduces stress and improves positive attitudes toward self and others. Elementary Special Education Supervisor Mrs. Noga spoke to the importance of these supports and the tiered levels of care depending upon the individual needs of the student. Mr. Ferlick spoke about the importance of understanding different behaviors and helping students understand one another so a positive learning community can be maintained. He also spoke about how to identify and report bullying issues. Mr. Ferlick and Mrs. Noga each commented on the Yardsticks publications and its use as a support tool for teachers and students. Mr. Keith inquired if the social and emotional supports also exist in middle school and Dr. Kennedy-Reilly responded yes.

Dr. Kennedy-Reilly shared highlights from the art, library, music, technology and wellness programs, citing a high level of elective participation in additional opportunities that include Reading Olympics, chorus, band and orchestra. Dr. Kennedy-Reilly also mentioned other elementary clubs and events that include Student Council, Art Club, Book Clubs, Drama Club, Math Olympiads, Just Say "No", Lego Robotics, STARS and more.

Committee members and Board members all commented that it was a very informative presentation and their appreciation of the new format. Mr. Keith inquired about the process which allows for consistency throughout the schools and Dr. Gallagher replied that it is a collaborative effort and there is constant communication between administration and building principals. Mr. Kwiatkowski praised the presentation and asked that the Board's appreciation and gratitude be shared to the teachers. Dr. Gallagher and Dr. Kennedy-Reilly thanked everyone for their participation in the presentation. Mrs. Hadfield thanked the Board for their recognition and acceptance of the holistic approach to education that the school district embraces.

Mr. Kwiatkowski adjourned the Education-Personnel Committee at 8:30 P.M.

2. Finance Committee

Mrs. Scheuren called the Finance Committee meeting to order at 8:39 P.M.

2.1 Accept the Single Audit Report for 2016-2017

Mr. Stone said this is an annual motion to review and approve the single audit report, noting that there were a few deficiencies, but none were significant.

Mrs. Scheuren inquired about the notation regarding scholarship monies. A brief discussion explained how student scholarships are maintained and awarded by the high school. There was a question on the General Fund budget discrepancy and Mr. Stone said it was an electronic filing error. A clarification was made on student activity funds, where Mr. Stone commented that student activities funds are constantly reviewed to determine if purchases benefit the student body as a whole.

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Mr. Holliday reiterated the positive notations of the school district and its current debt status. Mr. Jelinski also commented positively on the report.

Mr. Stone thanked Ms. Snedaker for her work on the audit.

The Finance Committee agreed to move the acceptance of the report to the full board for action.

2.2 Approve First Addendum to Staff Placement Agreement

Mr. Stone reminded the Board of the July 2017 approval of the Mission One to provide one-to-one assistants to our students. Upon the start of the 2017-2018 school year, it quickly became apparent that Mission One was unable to adequately provide us with the staff that we required. Mr. Stone commented that it may have been ambitious for us to expect one staffing agency to exclusively fulfill all of our staffing needs.

This addendum to the Mission One contract removes the exclusivity, which will allow us to fulfill our staffing needs from other companies. We now use six different vendors, allowing us flexibility for cost savings while meeting the legal requirements for student IEP's. Mrs. Scheuren asked about the company size of other vendors and Mr. Stone said there are several companies that are comparable in size to Mission One.

A brief discussion ensued about the current Mission One contract and legal ramifications of approving the addendum.

It was agreed to move the First Addendum to the full Board for action.

2.3 2018-19 Budget Discussion

Dr. Gallagher said this is a first look at the budget process and some of the expectations.

Mr. Stone reviewed the 2016-2017 audited results of the General Fund which reflected an Operating Surplus of \$0.6m. He also discussed the status of the Capital Reserves and Medical Funds as of 6/30/2017.

A slide that depicts the actual tax increase vs. Act 1 Index over a period of five years was discussed demonstrating the impact of the recent real estate tax increases. Mr. Stone also reviewed the Debt Service Schedule and the significant decrease of debt beginning in 2024-25.

Mr. Stone discussed the 2018-2019 budget challenges which include sustaining local revenue growth and alternative funding and the uncertainties associated with federal and state funding. Other challenges include contractual salary obligations, PSERS contributions, the funding of medical claims, special education costs, transportation costs and the growth of charter school tuition. Mr. Stone noted that all of these specific items will continue to receive focus throughout the budget development process.

Mr. Stone noted that the current Local Revenue Trends have been positive.

Mr. Stone reviewed individual slides that gave projected costs for projected salaries and fringe benefits, health insurance projections, special education projections and Charter School Tuition. Mr. Stone reviewed the projected enrollment at the Charter School and the mandated tuition rate increases. Dr. Gallagher reminded everyone that we are the only school district in Montgomery County to have an actual brick and mortar Charter School within its boundaries.

Mr. Stone reviewed the transportation budget projections and the likelihood of putting out an RFP for some of our special needs transportation that TSI is currently unable to accommodate.

A Proposed Final Budget is scheduled for presentation at the April 11, 2018 Finance Committee Meeting and approval on April 26, 2018. The Final Budget is scheduled for review on June 6, 2018 and approved on June 21, 2018. At this time, it is recommended to increase the millage rate by 2.4%. The increase would equal a rate of 29.6201 mills and a median annual increase of \$104. This proposed increase would be used to attempt to maintain 4% unassigned General Fund Balance, supplement the medical fund, fund capital projects until debt drop and provide budget stability for device and infrastructure replacements. This recommendation is being made so early in the process to ensure long-term stability for the District.

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A budget discussion ensued that covered the five year plan by planning for the debt drop-off. Mrs. Schueren asked about the current fund balance account and Mrs. Stone explained about the projection process. Mrs. Scheuren also requested that the Administration turn up the heat on its legislative action regarding the funding of the charter school. Mr. Holliday noted his appreciation of the budget presentation and recommended a line item that would show a plan to reinstate some of the previously cut freshman sports. Mr. Brong asked about the option of parents purchasing one-to-one devices and Dr. Gallagher noted that it would be evaluated as we progress forward with device use and the phase out of leased equipment.

Mrs. Scheuren adjourned the Finance Committee Meeting at 10:04 P.M.

3. Operations Committee**3.1 Approve Change Order for EMC Project**

Mr. Brong called the Operations Meeting to order at 10:09 P.M.

Mr. Stone commented that this should be the last approval item associated with the installation of the vapor mitigation system as a result of the underground storage tank removal at EMC. Mr. Stone noted that competitive price solicitations reduced the initial submitted request by more than \$9,000. Mr. Braccio inquired about some of the specifics related to the vapor mitigation system and Reynolds Construction representative Mr. Spahr replied that it is a wrapped system and will not require long lengths of piping. Mrs. Scheuren asked about the price breakdown of the change order and Mr. Stone said that information would be included in the Board Weekly Update.

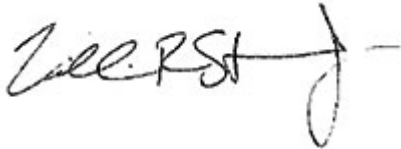
The Operations Committee agreed to move forward to the full Board for action.

3.2 Regulatory Review-Food Service Department

This agenda item was postponed to a future Operations Committee Meeting.

Mr. Brong adjourned the Operations Committee Meeting at 10:16 P.M.

Respectfully Submitted,



William R. Stone
Board Secretary