



Board of School Directors Committee Meetings Minutes Wednesday, May 9, 2018

Generated by Renai Cardillo on Monday, May 14, 2018

Members present: William Brong, Matt Holliday, Scott Jelinski, Thomas Kwiatkowski, Stephen Nelson, Donna Scheuren

Members absent: Nick Braccio, Janet Flisak and Ken Keith

Others present: Lisa Ball, Sharon Fuhrman, Frank Gallagher, Sue Hadfield, Catherine Heller, Christopher Hey, Ray Kase, Dave Purnell, Katie Kennedy-Reilly, and William Stone

1. Education-Personnel Committee

1.1 First Reading of new Family Consumer Sciences Course: Bake Shop

Mr. Kwiatkowski called the E-P meeting to order at 6:38 p.m.

Dr. Hey introduced Dr. Kennedy-Reilly who presented an overview of the proposed Family & Consumer Science course titled Bake Shop. Dr. Kennedy-Reilly said that this course, which has two units of study, was created based upon student interest in food preparation. The first unit would be focused on Food Safety and Sanitation and is an outgrowth of our partnership with the USDA. Students will critically and creatively engage in research, communication and collaboration to learn the government's role and responsibility in regulating and protecting the food supply. By analyzing federal, state and local programs, students will be able to describe the effects of food science and technology and foster the understanding of nutritional needs. In addition to learning regulations, students will apply their food service research to meal planning and the creation of a Hazardous Analysis and Critical Control Point plan.

Dr. Kennedy-Reilly noted that Unit #2 would focus on meal planning and how eating habits and preparation choices impact overall health and wellness. Students would analyze the effects of nutrients on health, appearance and peak performance by applying dietary guidelines to meet nutritional and wellness needs. Students would demonstrate cooking methods that increase nutritional value as well as evaluate the planning and preparation of meals that meet the needs of individuals across their lifespan.

Dr. Kennedy-Reilly noted that 12 textbooks would be needed for the course along with some other additional resources, bringing the cost of implementation of the course to \$2,000.

Mr. Kwiatkowski asked how this course would interact or overlap with NMTCC programs. Dr. Kennedy-Reilly responded that this course was geared for overall student learning and exploration and not necessarily for students who might wish to pursue a career in food service. Mr. Brong commented that this course could potentially open the door to students deciding to attend NMTCC.

Mr. Nelson praised the course as it believed this course would serve a wide group of students. Mr. Jelinski said he believes it is an interesting course and Mr. Holliday asked how many students have expressed an interest in it. Dr. Hey said 400 students.

Mr. Kwiatkowski also inquired about the title of the course and Dr. Kennedy-Reilly responded that there has been discussion on revising the name of the course.

It was agreed to move forward for a second reading.

1.2 First Reading of new Family Consumer Science Course: Exterior Design

Dr. Kennedy-Reilly said this course is an outgrowth of the existing interior design course. It is comprised of three units; Design Concepts, Architecture, and Living and Landscape. Dr. Kennedy-Reilly noted that the focus is on design concepts and elements of design. Students will understand how housing styles have developed over time to meet the specific needs of people in different locations with different environment elements. Students will also learn how construction can impact design as well as how to create and maintain outdoor living spaces and landscapes. Dr. Kennedy-Reilly also noted that this course will provide a connection to the CAD program and will offer a creative component.

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Mrs. Scheuren discussed the possibilities of software donations and Mr. Brong suggested utilizing our pathway connections as partnerships for learning.

It was agreed to move forward for a second reading.

Mr. Kwiatkowski adjourned the Education-Personnel Meeting at 6:56 P.M.

2. Finance Committee

2.1 Approve 2018-2019 Special Education Cost Plan with MCIU

Mrs. Scheuren called the Finance Committee Meeting to order at 6:57 P.M.

Dr. Gallagher discussed the specifics of the Special Education Cost Plan. He stated that the projected 2018/2019 MCIU Cost Plan amount is \$300,040.77 for special education services for Souderton Area School District students. The list reflects services that are provided off site at various MCIU classrooms, as well as itinerant services provided in Souderton Area School District classrooms. Mrs. Fuhrman noted that this is a projection which may change based on Early Intervention students who are coming into our school system in addition to any other students who move into the District that may need MCIU services.

It was agreed to move forward for approval and Board Action on May 24, 2018.

2.2 Approve Fox Rothschild as District Solicitor for 2018-2019

Mr. Stone noted this is an annual motion to approve Fox Rothschild as our solicitor. Fox Rothschild handles all labor, real estate and general legal matters. There is no increase in the annual retainer fee of \$24,313, and there is no increase in the proposed base hourly rate. The alternative hourly rate also remains the same at \$250.

It was agreed to move forward for Board Action.

2.3 Approve HIPAA Business Associate Agreement with Fox Rothschild for 2018-2019

This is an annual motion to approve the HIPAA Business Associate agreement with Fox Rothschild. Mr. Stone indicated that the Agreement sets forth our respective duties and responsibilities in dealing with sharing sensitive employee information.

Mrs. Scheuren inquired about duplicate agreements and Mr. Stone responded that the Business Associate Agreement primarily deals with adults, not students.

It was agreed to move forward for Board Action.

2.4 Approve Sweet Stevens Katz & Williams as District Special Education Counsel for 2018-2019

Mr. Stone noted that this is an annual motion to approve our special education counsel and commented that there was no increase in the annual retainer, however the routine hourly rate has increased by \$10 from \$150/hour to \$160/hour.

Mr. Holliday inquired if it was possible to ask Sweet Stevens to keep the hourly rate the same as last year and Mrs. Scheuren requested the same.

It was agreed to move forward for Board Action, pending resolution of the request.

2.5 Approve 2017-2018 Budget Transfers

Mr. Stone noted that this is a standard request to transfer funds from one budget account to another to correspond with actual spending.

It was agreed to move forward for Board Action.

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2.6 2018-2019 Budget Development

Dr. Gallagher announced this update on the development of the budget since the April 11th Committee Meeting at which time there was a shortfall in the amount of \$3.2M. Dr. Gallagher noted that as work has progressed there have been some enhancements to increase revenue. Mr. Stone reviewed those enhancements which included student activities funds, additional administrator cell phone payments, reimbursement for club supplemental payments, an increase in high school student parking fees, the implementation of transcript fees (for alumni) and Indian Valley Education Foundation funding for middle school STEAM program.

Mr. Stone also reviewed the decreases in expenses which included an overall reduction of building budgets, a correction to Community Education salaries, technology savings for internet services and the proposed purchase of refurbished devices, anticipated savings from the copier RFP, and the elimination of late buses for middle schools as a result of low ridership. Additional reductions to expenses include the elimination of building substitutes, the reduction of professional development for substitutes and a reduction in substitute teacher coverage. Other areas of expenses that saw reductions included changes to insurance coverage by raising deductibles, the estimated cost of not adding back freshmen basketball, ACCESS funding for STARR students transportation, and personnel savings that were achieved through attrition and the Special Education RFP.

Mr. Stone noted that these changes resulted in a budget shortfall of \$1.5M and a Final Budget recommendation would be made at the June 6th Committee Meeting.

Mrs. Scheuren praised the initiative in reducing insurance premiums. A discussion occurred about the current status of medical claims and Dr. Hey acknowledged that due to the change of the administrator of the health plan, there could be a lag in reportable claims, therefore the Administration is waiting to gather additional information to adequately project estimated costs. Mr. Nelson asked if a 3-year average of premiums was available.

A discussion also occurred about special transportation and Mr. Stone noted that we rejected the recent RFP as it did not produce the results we anticipated. Dr. Gallagher explained the specifics of the transportation needs for students participating in the STARR programs.

Mrs. Scheuren also inquired about the district trash services contract. Mr. Stone responded that the consortium bid from the MCIU will be recommended to the Board.

Mr. Kwiatkowski asked about the possible 2.4% tax increase and how the Administration will balance the budget shortfall. Mr. Stone noted that local revenues coupled with additional retirements and medical claims results could assist in diminishing the shortfall. Dr. Gallagher agreed that the goal is to have the difference by June 6th.

Mrs. Scheuren stressed the importance of approaching community businesses and their capitalizing on new federal tax incentives for donations to the school district. Mrs. Scheuren also commented on the positive responses received from the community regarding the district communication regarding Charter School legislation. Dr. Gallagher spoke about cyber charter schools and the continued burden it places on the school district budget.

Mrs. Scheuren discussed the collective increases of the PSERS contributions, professional staff teachers contracts, medical expenses, charter school enrollment, special education and special transportation. Mr. Stone also acknowledged the impact of the budget drivers on the current budget. Mr. Jelinski cautioned the Board not to look at its past history of budgeting and to move forward with the items at hand.

Mr. Brong and Mr. Kwiatkowski expressed the importance of communicating to the community the specifics of the budget that are making a tax increase likely. Mrs. Scheuren also commented on the frustration of the politics within school finance.

Mrs. Scheuren adjourned the Finance Committee Meeting at 8: 11 P.M.

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3. Operations Committee

3.1 Approve Board of School Directors 2018-2019 Meeting Calendar

Mr. Brong called the Operations Committee Meeting to order at 8:12 P.M.

The calendar was reviewed without comment or question.

It was agreed to move forward for Board Action.

Mr. Brong adjourned the Operations Committee Meeting at 8:16 P.M.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "W.R. Stone", followed by a horizontal line extending to the right.

William R. Stone
Board Secretary