



BOARD OF SCHOOL DIRECTORS MONTHLY ACTION MEETING MINUTES

Thursday, October 28, 2021

Generated by Renai Cardillo on Friday, October 29, 2021

Members present: Nicholas Braccio, William Brong, Ken Keith, Thomas Kwiatkowski, Stephen Nelson, Donna Scheuren, Courtney Barbieri

Members absent: Janet Flisak

Others present: Todd Burns, Henry Franz, Frank Gallagher, Christopher Hey, Sandra Kassel, Katie Kennedy-Reilly, Michael Taylor and Megan Zweiback

1. Welcome

1.1 Call to Order - Board President

In the absence of Mr. Keith, Mrs. Scheuren called the meeting to order at 7:07 P.M.

Mrs. Scheuren read a statement requesting civility and respect from all attendees and speakers at this meeting.

1.2 Meeting Protocol

Mrs. Scheuren outlined the meeting protocol as follows:

- Persons wishing to address the Board about an item(s) listed on the agenda must sign in on the **blue** sign-in sheet with name address, municipality, and item(s) that they wish to address. They will be called to the podium by the President.
- Persons wishing to address the Board on a matter(s) not listed on the agenda must sign in on the **yellow** sign-in sheet with name, address, municipality, and a brief description of the matter(s) that they wish to address. They will be called to the podium by the President.
- All statements are to be directed to the Board President; no participant may address or question Board members individually, unless directed by the presiding officer.

1.3 Pledge of Allegiance

Mrs. Scheuren led the Pledge of Allegiance

1.4 Roll Call - Board Secretary

Dr. Hey called the roll. Mr. Keith arrived and was acknowledged as present. Eight board members were in attendance.

2. Recognition

2.1 Recognition of SASB Board of School Directors Honor Roll

Superintendent Gallagher welcomed everyone and noted the annual Pennsylvania School Board's Association recognition of Board members who have reached Honor Roll status.

Dr. Gallagher recognized Mr. Keith for 12 years of service and Mr. Brong for 16 years of service.

3. Report of the Student Representatives to the Board

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

Students Kaivalya Bhatt and Annabel Mensah reported on recent events at the high school including guest speaker Mike Evans who gave a presentation on diversity. Kaivalya stated that Mr. Evans encouraged students to take small steps within their community to make a difference. Kaivalya also mentioned the high school Lunch & Learn which changes the schedule to allow students extra time for homework, activities and to seek assistance if needed. Annabel mentioned a successful Homecoming week hosted by Student Council, noting the outdoor pep rally, the football game and a well attended outdoor Homecoming dance. The students also reported on the fall sports season, a recent club fair and their upcoming senior project presentations in November.

4. Public Comments on Agenda Items

4.1 Public Comment

Melissa Smith of Souderton requested clarification on Policy 903 regarding public participation in Board and Committee Meetings. Ms. Smith asked if parents and guardians who may reside outside the school district are eligible to speak at meetings. Dr. Hey responded that at this time there is not a provision stating same, however the policy could be revised at any time to add the change.

5. Report of the President

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

Mr. Keith reported that an Executive Session was held on October 13, 2021 to discuss contract negotiations and it lasted approximately 45 minutes. Mr. Keith also reported that an Executive Session was held prior to tonight's meeting to discuss personnel matters and a student expulsion. This session lasted approximately 30 minutes.

6. Report of the Superintendent

6.1 The Superintendent will report on school district items

Superintendent Gallagher highlighted several recent events within the school district including high school Homecoming activities, the roll-out of *SASD Nation* a spirit partnership between the SAHS Alumni Association and The Indian Valley Education Foundation. Dr. Gallagher also mentioned the high participation in National Walk to School Day, as well as recognizing the large number of junior and senior students inducted into the National Honor Society. Dr. Gallagher noted that elementary Halloween parades would be held, weather permitting. He announced the November 11-13 dates of the High School Fall Play and said that a date would be announced for the planned vaccine clinic for 5-12 year olds, as soon as it becomes available.

7. Consent/Action Agenda

7.1 Consent/Action Agenda Protocol

The Superintendent made a recommendation to the Board for a motion to approve the Consent/Action item(s) listed. Board members were invited to remove items from the Consent/Action agenda if further discussion is needed.

7.2 Approve School Board Meeting Minutes from September 2021

Resolution: MOTION TO APPROVE THE SEPTEMBER 23, 2021 SCHOOL BOARD MEETING MINUTES AS PRESENTED.

7.3 Approve Financial Statements and Check Listings

Resolution: MOTION TO APPROVE THE FINANCIAL STATEMENTS FOR PERIOD ENDING SEPTEMBER 30, 2021 AND CHECK LISTINGS FOR PERIOD ENDING OCTOBER 31, 2021

7.4 Ratify Request(s) to Attend Conferences/Workshops

The Administration is seeking to ratify the approval of conference/workshop requests as listed below:

Virginia Perry
 SAHS Art Teacher
 Summer Studio Clinic
 PA Academy of Fine Arts
 Philadelphia, PA
 July 5, 2021
 \$500.00
 Budget: HS Curriculum

Jacqueline Lavelly
 SAHS Math Teacher
 AP Statistics Summer Institute
 Villanova University - virtual
 July 12 - 14, 2021
 \$595.00
 Budget: HS Curriculum

Resolution: MOTION TO RATIFY REQUEST(S) TO ATTEND CONFERENCES/WORKSHOPS AS LISTED.

7.5 Approve Personnel Items - Administrative Staff

RESIGNATION	
PAWLING, BRIAN	Director of Business Affairs Effective: October 22, 2021
NEW HIRES	
BURNS, TODD Replacement for	Supervisor of Curriculum, Instruction and Assessment ACT 93 POSITION Effective: September 27, 2021

Geraldine Wilkocz (Resigned)	<u>Education</u> : West Chester University (BS) 2002 Wilkes University (MS) 2006 <u>Experience</u> : Oct 2002-present - Souderton Area School District, Elementary Teacher, West Broad Street Elementary School <u>Recommended Salary</u> : \$112,275 (pro-rated)
TAYLOR, MICHAEL Replacment for Brian Pawling (Resigned)	Director of Business Affairs CABINET POSITION <u>Effective</u> : To Be Determined <u>Education</u> : Drexel Univ. (BS) 2009 Cabrini College (MA) 2015 <u>Experience</u> : Aug 2018-present - Salisburg Township School District, Chief Financial Officer; Nov 2017-Aug 2018 - Boyertown Area School District, Assistant Business Manager; July 2014-July 2017 - Barbacane, Thornton and Company, Semi-Senior Auditor; 2012-2014 - Cabrini College, Recruitment & Enrollment Specialist <u>Recommended Salary</u> : \$164,000 (pro-rated based on start date)
TUGGEY, KATHERINE Replacement for Brandon Bilohlavsek (Transfer)	Database Administrator ACT 93 POSITION <u>Effective</u> : October 18, 2021 <u>Education</u> : Univ. of Texas (BA) 2014 Univ. of Texas (MS) 2020 <u>Experience</u> : Dec. 2015-present - Texas General Land Office, Information Specialist; June 14-Dec 15 - Texas General Land Office, Historical Research Specialist <u>Recommended Salary</u> : \$78,058 (pro-rated)

Resolution: MOTION TO APPROVE PERSONNEL ITEMS - ADMINISTRATIVE STAFF

7.6 Approve Personnel Items - Professional Staff

RESIGNATION	
CUOMO, KENNETH	School Psychologist, Souderton Area High School <u>Effective</u> : On or before December 17, 2021
YANAN, ANDREW	Long-Term Substitute Elementary Technology Teacher, West Broad Street Elementary School <u>Effective</u> : October 29, 2021
TRANSFER	
MARJORAM, STUART Teacher on Assignment	From: Business Education Teacher, Souderton Area High School To: Dean of Students, Indian Valley Middle School <u>Effective</u> : November 10, 2021 through December 31, 2021 <u>Recommended Salary</u> : \$82,200 - M (11) Plus additional hours beyond the work year compensated at curriculum rate (not to exceed 75 hours)
REQUEST FOR COMPENSATED MEDICAL LEAVE	
LIGHTSTONE, MERYL	Elementary Librarian, Vernfield Elementary School Request for compensated medical leave beginning on September 27, 2021 and extending potentially through the remainder of the 2021-2022 school year.
REQUEST FOR CHILDREARING LEAVE	
CALVITTI, ASHLEY	Fourth Grade Teacher, Franconia Elementary School Request for Childrearing Leave, following 12-weeks leave under FMLA, through the end of the 2021-2022 school year. Mrs. Calvitti plans to return for the start of the 2022-2023 school year.

Resolution: MOTION TO APPROVE PERSONNEL ITEMS - PROFESSIONAL STAFF

7.7 Approve Personnel Items - Support Staff

RETIREMENT	
BOLLINGER, CHRISTINA	Purchasing/Fixed Assets Administrative Assistant <u>Effective</u> : January 3, 2022
FISCHER, DONNA	Copy Center Technician <u>Effective</u> : October 29, 2021
RESIGNATION	
BATES, TANISHA	Human Resources Administrative Assistant <u>Effective</u> : October 8, 2021
FARRAND, MICHELE	Staff Nurse, Vernfield Elementary School <u>Effective</u> : October 8, 2021
JULES, ROOS	Site Support Technician, West Broad Street Elementary School <u>Effective</u> : October 22, 2021
MCGINLEY, EMILY	Special Education Instructional Assistant, Vernfield Elementary School <u>Effective</u> : October 18, 2021
STAUFFER, CHRISTINE	Special Education Instructional Assistant, Oak Ridge Elementary School <u>Effective</u> : October 29, 2021
STRESSMAN, TRACY	Intervention Teaching Assistant, West Broad Street Elementary School <u>Effective</u> : October 8, 2021
WILLIAMS, ALLYSON	Intervention Teaching Assistant, Salford Hills Elementary School

	Effective: October 8, 2021
NEW HIRES	
ARMENTROUT, JILL Replacement for Pamela Wenger (Medical Leave)	Special Education Instructional Assistant, Oak Ridge Elementary School Effective: October 8, 2021 - end of 2021-2022 school year Wage: \$14.80 per hour - Hours: 6.75 per day
BRAITHWAITE, KAYLEE Replacement for Tanisha Bates (Resigned)	Human Resources Administrative Assistant Effective: October 11, 2021 Wage: \$19.24 per hour - Hours: 7.5 per day, 261 days per year
GILBERT, GABRIELLE Replacement for previously contracted position	Special Education Instructional Assistant, Oak Ridge Elementary School Effective: October 11, 2021 Wage: \$15.15 per hour - Hours: 6.75 per day
HANGE, ANGELA Replacement for Michele Farrand (Resigned)	Staff Nurse, Vernfield Elementary School Effective: November 8, 2021 Annual Salary: \$43,525 (pro-rated)
HEGDE, RAHUL	Swim Instructor, Aquatics Program Effective: October 25, 2021 Wage: \$10.00 per hour - Hours: As Needed
KOWALICK, DOLORES Replacement for Donzilia Stone (Resigned)	Special Education Instructional Assistant, Indian Valley Middle School Effective: October 25, 2021 Wage: \$14.75 per hour - Hours: 6.5 per day
MORGANHEIRA, REBECCA .5 Replacement for Donna Tindall (Resigned)	ESL Intervention Teaching Assistant, Indian Valley Middle School Effective: September 27, 2021 Wage: \$17.25 per hour - Hours: 2.75 per day
O'SHURA, KELLY Replacement for previously contracted position	Special Education Instructional Teaching Assistant, Vernfield Elementary School Effective: September 27, 2021 Wage: \$15.55 per hour - Hours: 6.75 per day
PETROVICH, OLIVIA New Position	Security Guard, Souderton Area High School Effective: October 25, 2021 Wage: \$18.00 per hour - Hours: 6 per day
TRANSFER	
DERSTINE, DENISE Replacement for Janet Johnson (Retired)	From: Administrative Assistant/Bookkeeper - Supervisor of Food Services To: Registrar/Student Accounting Specialist Effective: December 13, 2021 Wage: \$24.49 per hour - Hours: 7.5 per week, 261 days per year
TRESSLER, CAMERON Replacement for Roos Jules (Resigned)	From: Computer Technician To: Site Support Technician, Souderton Area High School Effective: November 1, 2021 Wage: \$23.59 per hour - Hours: 7.5 per day, 261 days per year

Resolution: MOTION TO APPROVE PERSONNEL ITEMS - SUPPORT STAFF

7.8 Approve Personnel Items - Supplemental Contracts

Name	Position	School	Salary
Caitlin Dawson	Student Government Advisor	Indian Valley Middle School	\$1,050
Kristi Grandy	National Honor Society Co-Advisor	Souderton Area High School	\$525
Christine Wuelfing	Building Program Leader	West Broad Street Elementary School	\$1,312.50
Jordan Hay	Boys Water Polo Assistant Coach	Souderton Area High School	\$3,268
Louis Williams	Girls Water Polo Assistant Coach	Souderton Area High School	\$4,055
Amanda Gale	LEOS, Junior Lions Advisor	Souderton Area High School	\$1,050
Clint Johnston	Robotics Advisor	Souderton Area High School	\$925
Joshua Klimovich	Master Scheduler	Souderton Area High School	\$5,000

The following is a change to a previously approved supplemental on the September 23, 2021 agenda:

Name	Position	School	Salary
Denise Meehl	Mock Trial Advisor *No longer a shared position	Souderton Area High School	\$367 *Previously approved at \$183.50
Cynthia Geschwindt	National Honor Society Co-Advisor *Now a split position	Souderton Area High School	\$525 *Previously approved at \$1,050

The following is a change to a previously approved supplemental on the August 26, 2021 agenda:

Name	Position	School	Salary
Daniel Phillips	Building Program Leader	West Broad Street Elementary School	\$437.50 *pro-rated amount

Resolution: MOTION TO APPROVE PERSONNEL ITEMS - SUPPLEMENTAL CONTRACTS

7.9 Approve Personnel Items - Mentors & Peer Coaches

Name	Position	Term	Amount
Michelle Strenko	Mentor for Aimee Watkins	First Semester	\$300

Resolution: MOTION TO APPROVE PERSONNEL ITEMS - MENTORS AND PEER COACHES

7.10 Approve Personnel Items - Additions to Substitute Teacher List

Jason Burns
Elizabeth Deaton
Kevin Nuble
Emily Schlichter
Amelia Watts

Resolution: MOTION TO APPROVE PERSONNEL ITEMS - ADDITIONS TO SUBSTITUTE TEACHER LIST

7.11 Approve Personnel Items - Request for Extension of Unpaid Medical Leave

Approve request for extension of unpaid medical leave for employee ID #12906 through the remainder of the 2021-2022-school year.

Resolution: MOTION TO APPROVE PERSONNEL ITEMS - REQUEST FOR EXTENSION OF UNPAID MEDICAL LEAVE

7.12 Ratify agreement appointing Sandra Kassel as the Acting Director of Business Affairs and Acting Board Secretary effective October 23, 2021

The administration is seeking to ratify an agreement appointing Sandra Kassel as the Acting Director of Business Affairs and Acting Board Secretary effective October 23, 2021

Resolution: MOTION TO RATIFY AGREEMENT APPOINTING SANDRA KASSEL AS THE ACTING DIRECTOR OF BUSINESS AFFAIRS AND ACTING BOARD SECRETARY EFFECTIVE OCTOBER 23, 2021

7.13 Approve an employment contract appointing Michael Taylor to the position of Director of Business Affairs effective no later than December 28, 2021 through June 30, 2025

Approve an employment contract appointing Michael Taylor to the position of Director of Business Affairs effective no later than December 28, 2021 through June 30, 2025

Resolution: MOTION TO APPROVE AN EMPLOYMENT CONTRACT APPOINTING MICHAEL TAYLOR TO THE POSITION OF DIRECTOR OF BUSINESS AFFAIRS NO LATER THAN DECEMBER 28, 2021 THROUGH JUNE 30, 2025

7.14 Approve Third Reading and Final Approval of Revised Policy 903

Resolution: MOTION TO APPROVE THIRD READING AND FINAL APPROVAL OF REVISED POLICY 903 - PUBLIC PARTICIPATION IN BOARD/COMMITTEE MEETINGS

7.15 Approve First Reading of Revised Policy No. 113.2 - Behavior Support

Resolution: MOTION TO APPROVE THE REVISED POLICY NO. 113.2 - BEHAVIOR SUPPORT

7.16 Approve First Reading of Revised Policy No. 113.4 - Confidentiality of Special Education Student Information

Administration is seeking a First Reading of revised Policy No. 113.4 - Confidentiality of Special Education Student Information which modifies current policy with recommendations from Pennsylvania School Board Association.

Resolution: MOTION TO APPROVE FIRST READING OF REVISED POLICY 113.4 - CONFIDENTIALITY OF SPECIAL EDUCATION STUDENT INFORMATION

7.17 Approve the Creation of a Disaster Recovery Center

Administration is seeking to approve the creation of a Disaster Recovery and a Secondary Network Operations Center.

Resolution: MOTION TO APPROVE THE CREATION OF A TECHNOLOGY DISASTER RECOVERY CENTER

7.18 Ratify an addendum to the Compensation Plan for Food Service Employees

Ratify an addendum to the Compensation Plan for Food Service Employees authorizing a one-time, non-recurring wage bonus effective October 8, 2021

Resolution: RATIFY AN ADDENDUM TO THE COMPENSATION PLAN FOR FOOD SERVICE EMPLOYEES AUTHORIZING A ONE-TIME, NON-RECURRING WAGE BONUS EFFECTIVE OCTOBER 8, 2021

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

The Administration recommends approving the disposal of unusable/unrepairable items and equipment as per Policy 706.1.

Resolution: MOTION TO APPROVE THE DISPOSAL OF EXCESS, OBSOLETE AND NON-REPAIRABLE EQUIPMENT

7.20 Approve Student Expulsion

The Administration is seeking approval for (2) two student expulsions. Pursuant to the laws of Pennsylvania, it is recommended that the Souderton Area School District Board of Directors approve the expulsions of Student ID# 309919 and Student ID# 259600.

Resolution: MOTION TO APPROVE (2) TWO STUDENTS EXPULSIONS FROM SOUDERTON AREA SCHOOL DISTRICT

7.21 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 Stephen Nelson, second by Donna Scheuren.

Final Resolution: Motion Carries

Aye: Nicholas Braccio, William Brong, Ken Keith, Thomas Kwiatkowski, Stephen Nelson, Donna Scheuren, Courtney Barbieri

Dr. Gallagher congratulated Mr. Todd Burns on his appointment as a Supervisor for Curriculum, Instruction and Assessment. He noted his previous experience as an elementary teacher at West Broad Street Elementary School. Dr. Gallagher also extended a welcome to Mr. Michael Taylor as the new Director of Business Affairs. He also noted his previous experience at Salisbury and Boyertown Area School Districts.

Mr. Keith also offered his congratulations and welcome.

8. Discussion/Action Agenda

There were no Discussion/Action items.

9. Future Meetings

9.1 Future Meetings

DATE	ORGANIZATION	TIME	LOCATION
November 10, 2021	Souderton Area School Board Board Committee Meetings	6:30 PM	District Administrative Office 760 Lower Road Souderton
November 15, 2021	North Montco Joint Operating Committee Meeting	7:00 PM	Virtual
November 17, 2021	Montgomery County Intermediate Unit Board of School Directors Meeting	6:45 PM	Virtual
November 18, 2021	Souderton Area School Board Board Action Meeting	7:00 PM	Souderton Area High School 625 Lower Road Souderton

10. Report of the Solicitor

10.1 Report of the Solicitor

There was no report.

11. Unfinished/New Business of the Board

11.1 Unfinished/New Business from the Board

There was no unfinished or new business from the Board.

12. Public Comments

12.1 Public Comments

Melissa Smith of Souderton asked questions regarding the COVID dashboard that appears on the school district website and the protocols for notification of exposure. She also inquired about the monitoring of mask wearing and the vaccine survey. Ms. Smith expressed concerns about the food service department.

Dr. Gallagher responded that masking is the responsibility of staff. In response to the vaccine questions, he responded that the school district is not mandating a vaccine and at this time, the district is surveying families to determine the interest and participation. Dr. Gallagher acknowledged the food service supply-chain issues and the continued work towards improvement. Director of Pupil Services, Mrs. Zweiback responded to the questions on the COVID dashboard and explained that the information contained within is a singular database, not associated with County numbers, and relies solely on parent reporting of positive cases. Mrs. Zweiback said that the time period between illness and positive test confirmations often accounts for the lag time in dashboard updates.

Howard Breithart of Franconia Township commended the Board for their actions and expressed concerns about outside influences on the school board.

Kevin Shelly of Lower Salford Township stated that he was glad to have heard equity discussed at last month's meeting. Mr. Shelly expressed concerns for students who may be experiencing issues and are not receiving adequate support or direction from the school district.

Dr. Gallagher responded that the school district is very proactive in meeting the needs of its students. He noted that the culture at the high school is particularly accepting. Dr. Gallagher also refuted the allegation that students are being told not to speak their native languages on the playground. He stated that students are encouraged to express themselves and to share their individual traits and cultures with their fellow students. Dr. Gallagher also reiterated that the school district takes any and all allegations very seriously and continues to focus on meeting the needs of the whole child.

Mr. Keith also refuted the allegation that a member of the audience was not permitted to speak at last month's meeting. Mr. Keith stated that the particular member of the public was not eligible to speak as per meeting protocol guidelines.

13. Adjournment

13.1 Adjournment of the Meeting

Mr. Keith adjourned the meeting at 7:53 P.M.


MOTION TO ADJOURN THE BOARD OF SCHOOL DIRECTORS' MEETING.

Motion by Stephen Nelson, second by William Brong.

Final Resolution: Motion Carries

Aye: Nicholas Braccio, William Brong, Ken Keith, Thomas Kwiatkowski, Stephen Nelson, Donna Scheuren, Courtney Barbieri

Respectfully Submitted,



Sandra Kassel
Acting Board Secretary