



Board of School Directors Committee Meetings Minutes

April 12, 2022

Generated by Renai Cardillo on Wednesday, April 13, 2022

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

Others present: Brian Flynn, John Franzen, Christopher Hey, Gwyn Jones, Katie Kennedy-Reilly, Michael Taylor, Megan Zweiback,

Dr. Hey welcomed everyone and announced the agenda.

1. Education-Personnel Committee

1.1 Special Education Plan

Mr. Kwiatkowski called the meeting to order at 6:41 P.M.

Director of Pupil Services, Mrs. Zweiback, provided an overview of the Special Education Plan, explaining that the plan is revised and approved in conjunction with the Comprehensive Plan, every three years. Ms. Zweiback stated that it is an overview of our students, teachers, support staff and related services. The plan provides an overview of where our students attend school and what types of services the district provides.

Ms. Zweiback also stated that a compliance monitoring audit had been performed in January and the results would be incorporated into the updated plan. Those results include a goal to increase the participation rate in the PSSA by special education students. Another focus area will be to increase the itinerant level of support (more time in a regular education classroom). A department overview slide was presented showing the special education department by the numbers. Ms. Zweiback discussed Least Restrictive Environment where special ed students attend regular schools within our district. Ms. Zweiback noted that the SASD has approximately 90 students placed at 25 out-of-district schools. These environments are sometimes needed for students with highly complex disabilities such as blindness, deafness, significant autism, mental or behavioral health disorders.

Ms. Zweiback highlighted the positive behavior supports that the district has in place including Board Certified Behavior Analysts, Paraprofessionals with behavior training, in-school counseling with Lakeside counselors, school based outpatient counseling, occupational therapists to support regulation and CPI and Safety Care training.

Ms. Zweiback also highlighted the professional development plans for teachers that includes IEP writing and training, differentiated instruction, modification of curriculum and augmentative communication.

The Special Education Plan timeline reflected that the plan will post to the district website on April 19, 2022 for 30 days, followed by a steering committee meeting the third week in May and recommended approval at the May 26 Board Action Meeting.

Mr. Kwiatkowski asked about a target goal for least restrictive environment versus out of district placement and Mrs. Zweiback said that as new programs and activities are created, it will permit students to return to our schools.

Mrs. Barbieri asked about the special education enrollment numbers and Mrs. Zweiback indicated that we are seeing an increase. Mrs. Scheuren asked about the cost percentages of special education instruction for previous years in an effort to use that data for future budget projections. Mrs. Flisak asked about the overall increase of special education students and Mrs. Zweiback responded that our enrollment is on par with state averages.

A brief discussion occurred about PDE special education requirements and the varied results based upon available resources versus the geographic regions of the state.

1.2 Data Presentation K-8

Director of Curriculum, Instruction, Assessment & Technology, Dr. Kennedy-Reilly gave a report of assessment data. Dr. Kennedy-Reilly spoke to the importance of assessment data as it relates to national and regional comparisons. She noted that the data can be used to measure our academic recovery efforts as well as identifying systematic inequities in our classrooms and our schools.

Dr. Kennedy-Reilly reviewed MTSS - Multi-Tiered System of Supports which the school district utilizes for a purposeful collaborative and systematic approach to empower, challenge and support all through shared ownership in the growth of the whole child. Dr. Kennedy-Reilly noted the connection between academics, behavior, and social-emotional learning.

A slide of data use depicted how data is used at the district and building levels, as well as grade levels, whole classrooms and individual students. The accessibility of various data points aids in providing insight, targeting resources, and supporting effective teaching and learning.

Dr. Kennedy-Reilly explained Dibels (**D**ynamic **I**ndicators of **B**asic **E**arly **L**iteracy **S**kills) a universal screening method used by the district to measure the acquisition of early literacy skills. This screening tool is designed to detect risk and monitor students kindergarten through eighth grade. It is especially beneficial because it can be administered easily and often. Dr. Kennedy-Reilly also reviewed another benchmark screener, MAP (**M**easures of **A**cademic **P**rogress) which is utilized for reading and mathematics, and is representative of a student's achievement level at any given moment.

Dr. Kenney-Reilly reviewed district-wide grade level data noting students successes and challenges. Dr. Kennedy-Reilly ended the presentation noting that as data is reviewed and acknowledged it is also handled with caution, promoting opportunity and optimism for students.

Mr. Kwiatkowski thanked Dr. Kennedy-Reilly for the report and asked how the information is received by the schools. Dr. Kennedy-Reilly stated that there are building protocols for review of the data by principals, and core team weekly reviews. The information is also shared to Reading specialists and school counselors. Dr. Kennedy-Reilly indicated that growth patterns can be reviewed over the course of student career and building level reviews give context to student performance including any attendance issues or social emotional concerns.

Mrs. Barbieri noted the implementation of DIBELS prior to the pandemic, noting appreciation for its specificity to the individual student. Mrs. Scheuren asked about the particular increase of scores in first and second grade and to what that could be attributed and Dr. Kennedy-Reilly indicated that the *Foundations* curriculum was implemented and its results are measurable.

1.3 Full Day Kindergarten

Dr. Kennedy-Reilly gave an update on the implementation of Full Day Kindergarten indicating the notable opportunities for learning, increased social interaction, and its contribution to higher academic achievement. Dr. Kennedy-Reilly reviewed the professional development sessions that are occurring including curriculum writing, appropriate teaching practices and guided play instruction. Dr. Kennedy-Reilly reiterated registration requirements, students are eligible if they turn five years of age on or before August 31st.

Mr. Keith asked about the availability of future data showing the benefits of full day kindergarten and Dr. Kennedy-Reilly replied that the data would be available. Mrs. Scheuren asked about any interaction of high school students with full day kindergarten program and Dr. Kennedy-Reilly cited the high school greenhouse program as an example of shared learning through the grade levels.

A member of the public asked how full day kindergarten will impact enrollment and Dr. Hey responded that enrollment numbers are reviewed and adjusted annually in an effort to keep class sizes smaller.

Mr. Kwiatkowski adjourned the Education-Personnel Meeting at 7:49 P.M.

2. Operations Committee

2.1 FSMC Renewal Discussion

Mr. Brong called the Operations Committee Meeting to order at 7:54 P.M noting that the Committee would like to give an update on the Food Service Program.

Director of Business Affairs Mr. Taylor introduced Gwyn Jones (on site food service director) and Brian Flynn (regional manager) of Chartwell's. Mr. Taylor reviewed the performance of Chartwell's giving a review of their revenue and expenditures to date. Mr. Taylor indicated that the original financial guarantee from Chartwell's was estimated to be \$321,463 and the current forecasted return of the fiscal year 2021-2022 is anticipated to be \$400,000.

Mr. Flynn of Chartwell's spoke to the Committee about the challenging start up of their contract, noting the difficulty in securing staffing and product. He indicated that the supply chain disruptions have subsided and began to stabilize in March. Mr. Taylor and Mr. Flynn both spoke to the successes of the program, including the addition of an Executive Chef who works with staff to increase productivity and food quality. They also noted the increase of school programming option and new equipment purchases.

Mr. Taylor stated that it was the recommendation of the Administration to renew the Chartwell's contract.

Mrs. Scheuren praised the Chartwell's group.

The Committee agreed to move forward for Board Action.

2.2 Approve Asbestos Abatement Bid

Mr. Taylor bid out for asbestos abatement at Franconia - estimated \$250K. All four bidders bid the project \$351K highest , \$277 Sargent lowest although above the estimate.

Mr. Taylor spoke about the recent bid opening for the asbestos abatement project at Franconia Elementary School. All asbestos will be removed from renovated areas of the facility, taking place in stages over two summers, 2022 and 2023 when students are not in the building. He noted that the project was advertised in two publications, and was also posted on the District website beginning February 3, 2022. A prebid meeting was held on February 22, 2022 and four (4) contractors were in attendance. The bids were opened March 14, 2022 from four (4) vendors, and the results are Plymouth Environmental \$351,000.00, Prism \$323,791.92, Sargent Enterprises Inc. \$277,424.00 and Shade Environmental \$332,000.00.

It is the recommendation of the committee and administration to award the contract to the lowest bidder, Sargent Enterprises of Jim Thorpe, PA with a base bid in the amount of \$277,424.00. This project will be paid from the Capital Projects Fund which will include proceeds from the General Obligation Bonds Series 2021 and 2022.

A brief discussion occurred about extras and Mr. Taylor indicated that the recommended firm was competitive.

The committee agreed to move forward for Board Action.

2.3 Approve Board of School Directors 2022-2023 Meeting Calendar

Dr. Hey reviewed the proposed Board Meeting calendar indicating that similar protocol with Board Committee Meetings will remain the second Wednesday of the month and Board Action Meetings on the fourth Thursday of the month. A mistake was noted on the draft copy and Dr. Hey clarified that the June 2023 meeting would be held on June 22, 2023.

The Committee agreed to move forward a corrected version of the meeting calendar for Board Action.

3. Finance Committee

3.1 Approve 2022-2023 Proposed Final Budget

Mrs. Scheuren called the Finance Committee meeting to order at 8:30 P.M.

Mr. Taylor reviewed the 2022-2023 Budget Update presentation, noting the March adjustments that included a decrease in Operations budget, a reduction to the staffing budget and federal and state revenue projections.

Mr. Taylor also presented a proposed plan that would allocate funds for the replacement of capital equipment. The plan would allow for continued analysis and review of equipment, in an effort to remedy any emergency replacement of equipment or future surprise costs. Mr. Taylor noted that specific procedures would be drafted to establish a capital plan fund.

Mr. Taylor reviewed the current Curriculum budget noting the costs associated with instructional software and licenses. Mr. Taylor reviewed the Technology budget indicating the costs for general supplies which are 1:1 devices in elementary, high school labs and interactive boards.

Dr. Hey reviewed a slide showing the performance of the district Health Plan. Upon review, Dr. Hey noted that the plan has nearly 2,000 members and currently a positive trend for costs and claims. Dr. Hey reviewed 2021-2022 cost projections as originally projected and current projections, showing a decrease. Dr. Hey also reviewed a slide which showed the IBC (insurance provider Book of Business in comparison to the SASD. The school district shows significantly less or reduced costs.

Mr. Taylor reviewed the Next Steps of the budget, indicating that the administration is recommending the approval of the Proposed Final Budget of \$144,142,530 with a 3.4% increase at its April Board Action Meeting. Mr. Taylor also stated that work will continue to refine the budget and a discussion on use of the fund balance to minimize tax increase would occur at the May 11 Finance Committee Meeting.

Mrs. Scheuren spoke to the creation of a capital plan, making sure the board is in agreement to have a mutual mindset of spending. Mrs. Scheuren asked for detail on the capital purchases and equipment. A discussion occurred about creating a schedule of replacement for equipment.

Mrs. Flisak asked about the original capital equipment budget and how it evolved into the current amount. Mrs. Scheuren asked if the Operations Committee would work with the Finance Committee and Mr. Taylor said the committees would work together. Mr. Brong expressed some concerns about the cost of operations and expenditures.

Mrs. Scheuren reiterated a request for additional information on the creation of a capital equipment program.

3.2 Approve Sweet Stevens Katz & Williams as District Special Education Counsel for 2022-2023

Mr. Taylor announced the administration recommendation to approve Sweet Stevens Katz & Williams to serve as the District's special education counsel for the 2022-2023

The committee agreed to move forward for Board Action.

3.3 Approve the 2022-2023 North Montco Technical Career Center Budget

Mr. Taylor stated the annual approval of the NMTCC budget. It is a shared cost by all four of the sending schools. Mr. Taylor noted a reduction in the SASD contribution this year.

Mr. Kwiatkowski asked about enrollment details and is there a specific reason why our attendance appears to be dropping. A brief discussion occurred about the criteria for enrollment at NMTCC.

Mr. Kwiatkowski asked administration to schedule a presentation from NMTCC on its enrollment, course and program offerings and the guidance that encourages students to attend.

The Committee agreed to move NMTCC Budget forward for Board Action.

Mr. Brong adjourned the Operations Committee meeting at 9:29 P.M

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Michael Taylor".

Michael Taylor, C.P.A.
Director of Business Affairs / Board Secretary