



## **Board of School Directors Committee Meetings Minutes**

**Wednesday, January 8, 2025**

*Generated by Renai Cardillo on Monday, January 13, 2025*

**Members present:** William Brong, Janet Flisak, Andrew Landis, Ken Keith, Stephen Nelson, William Formica, Kimberly Wheeler, Michael Barnacz

**Others present:** John Franzen, Frank Gallagher, Christopher Hey, Fran Masin-Moyer, Katie Kennedy-Reilly, Tia Schwab, Damion Spahr (SitelogIQ), Michael Taylor and Megan Zweiback

### **1. Education-Personnel Committee**

#### 1.1 2023-2024 School Year Data Presentation

Mr. Landis called the Education-Personnel Committee to order at 6:34 P.M.

Superintendent Gallagher introduced Director of Curriculum, Instruction, Assessment & Technology, Dr. Kennedy-Reilly.

Dr. Kennedy-Reilly welcomed everyone and stated that this evening's presentation would be a Data Summary of the 2023-2024 school year as well as Baseline Data from the fall of the 2024-2025 school year. Dr. Kennedy-Reilly introduced members of the Curriculum department who were in attendance this evening; Supervisors of Curriculum, Instruction & Assessment Mr. Franzen and Mr. Masin-Moyer. Also introduced was Tia Schwab, Staff Developer with a focus on Data.

Dr. Kennedy-Reilly framed the presentation with a slide depicting an athlete pole vaulting. Dr. Kennedy-Reilly likened with educational journey of students to pole vaulting athletes, noting that everyone has different pole length, weight and height, and much like a pole vault approach, constant adjustments are being made to students growth and achievement. Dr. Kennedy-Reilly explained that the collective efforts of parents, teachers and school principals assist in being able to strategize for the upcoming school year and make informed decisions about student support and targeted actions needed for student success.

Dr. Kennedy-Reilly reiterated the framework of MTSS (Multi-Tiered Systems of Support) which uses a collaborative approach to empower, challenge and support all through shared ownership in the growth of the whole child.

Slides were shared that highlighted student population and demographics. A slide outlining Support Services which include Food Service meals, Health screenings and transportation was presented. Dr. Kennedy-Reilly noted that all of the support services play a role in supporting students. She likened data to a flashlight, illuminating the path forward. A slide highlighting the Presentation Metrics was shared, indicating that Attendance, Curricular Based Measures, MAP (Measures of Academic Progress) assessments, Keystone and PSSA's are factored into results.

Scatterplots were reviewed showing Growth Percentile on the vertical side of the plot and Achievement Percentile along the bottom. Dr. Kennedy-Reilly stated that the desired placement for student performance is the upper right-hand quadrant of a scatterplot, reflecting High Achievement and High Growth.

2024 PSSA Math and ELA (English Language Arts) plots were reviewed. PSSA's are administered to students in grades 4-8. Keystone Algebra 1, Literature and Biology plots were also reviewed. Additional scatterplots were reviewed for MAP assessments in primary, intermediate, middle and high school grade levels. Growth, Achievement, and Foundational Skills were shown for each level. Slides titled Community of Learners for each level of learning cited various examples of individual, classroom, school and community achievements.

Dr. Kennedy-Reilly spoke about Comprehensive School Improvement which adds additional supports and instruction for identified students. Dr. Kennedy-Reilly also spoke about Targeted School Improvement citing the ability of the school to work with its teachers to develop best practice within regular ed classrooms and support MTSS in instructing its English Learners. She noted the use of TELL (Test of English Language Learning) data to provide support and growth. Dr. Kennedy-Reilly also discussed the continued support and opportunities for EL students for their social-emotional growth.

Dr. Kennedy-Reilly shared a slide that listed the engaging activities available to students in all grade levels. Some of these activities include Back to School Nights, Open Houses, Concerts, Socials, Field Days, Career Days, Science Nights, and Summer programs. She also cited the many field trips offered, Guest Speakers, Mystery Readers, Guest Authors and Student Mentors and Ambassadors.

Dr. Kennedy-Reilly reviewed the 2024-2025 Fall Data stating that MAP testing measures Reading fluency and monitors oral reading, literal comprehension and foundational reading from season to season and year to year. This test automatically adjusts the difficulty level of the passages based on the student's responses. Dr. Kennedy-Reilly reviewed slides that highlighted Phonological Awareness, Phonics Word Recognition and Listening Comprehension. Reading and Math Cohort Data for all grades was also shared.

Dr. Kennedy-Reilly expressed her honor to work with faculty to serve the students of the district. She reiterated there are multiple measures used to determine achievement and cautioned that qualitative data does not always equal quantitative data.

Mr. Landis thanked Dr. Kennedy-Reilly for the presentation and stated that he will be looking forward to the additional data presentation at the February meeting. Ms. Wheeler asked how the variables within each school are communicated and Dr. Kennedy-Reilly responded that each trimester, data is reviewed and if there are individual school concerns, those concerns can be addressed at the classroom level, the grade level and district-wide. Dr. Kennedy-Reilly also noted that a building level core team meets for professional development and shares that information.

Mr. Nelson thanked Dr. Kennedy-Reilly for the presentation and reminded everyone that each and everyone of the dots appearing on the screen were representative of students.

A brief discussion occurred regarding student achievement and how the results are viewed by individual schools. Dr. Kennedy-Reilly explained that the student assessment software *Performance Matters*, supports a school profile and each building principal can access and review their data by grade, by classroom and individual student.

Another discussion occurred regarding on-line assessments and the danger of lessened teacher interaction. Dr. Kennedy-Reilly assured everyone that teacher interaction remains the top priority for instruction and assessment. She noted that sometimes a blend of assessments may be used for efficiency and balance.

Mr. Brong asked how the Souderton Area School District is performing within Montgomery County and Dr. Kennedy-Reilly stated that information is available on the PVAAS section of the PDE website.

A member of the audience asked about Blue Ribbon School designation. Dr. Kennedy-Reilly responded that the designation is attained through an application process and the school district remains focused on high achievement and high growth.

Mr. Landis adjourned the Education Personnel Meeting.

## **2. Finance Committee**

Mr. Keith called the Finance Committee to order at 8:11 P.M.

Mr. Keith stated that the agenda of the Finance Committee would be shuffled in order to allow Chartwell's to detail their program, before the budget presentation.

### **2.1 Food Service Update**

Director of Business Affairs, Mr. Taylor introduced Chartwell's Dianna Cook and Gwyn Jones, Supervisor of Food Services. Ms. Cook thanked the Board for their service and expressed gratitude for the support of the existing partnership between Chartwell's and the school district. Ms. Cook and Ms. Jones stated that they think of school cafeterias as extensions of the classroom and opportunities to engage with students through food service.

Ms. Cook and Ms. Jones spoke about collaboration with area vendors and suppliers to create menus that support local growers and purveyors, as well as the implementation of Chartwell's programs that foster healthy menus and exciting variety. Ms. Cook and Ms. Jones highlighted *Discovery Kitchen*, *Global Eats* and *Mood Boost* programs.

Mr. Taylor stated that it is the intention of the administration to recommend the approval of the Chartwell's partnership for another year. Mr. Taylor also indicated that upon the completion of the five-year agreement, PDE will require a Request for Proposal process.

Mr. Keith stated the success of the Chartwell's partnership. Board members praised their presentation and their strategies to enhance the food service program.

A member of the public asked about food waste and Ms. Cook responded that cafeteria managers are very resourceful with leftovers and meal planning therefore resulting in little waste. Ms. Jones stated that she would be happy to explore opportunities for food donation.

Mr. Taylor reiterated that food service funds cannot be used outside of the budget allocation of food service. He noted that those funds can be used for kitchen and equipment improvement and staff training.

A member of the public inquired about lunch debt and Mr. Taylor noted that all lunch programs are federally funded and gave the reminder that Free & Reduced Meal applications are renewed annually. Dr. Gallagher added that no student is denied lunch, regardless of their ability to pay.

## 2.2 2025-26 Budget Process - Revenues

Mr. Keith introduced the next agenda item indicating that this month's presentation would be dedicated to the Revenue portion of budget development.

Mr. Taylor shared a presentation which outlined how the school district is funded; from its local sources, state subsidies and federal grants. Those percentages were shown as:

Major Revenue Category	2024 Actual \$	2024 Actual percentage
Local Sources	\$111,630,280	74.8%
State Sources	\$ 35,633,212	23.9%
Federal Sources	\$ 2,054, 307	1.4%

Mr. Taylor detailed the Local Revenue sources as current real estate taxes, interim real estate taxes, current per capita taxes, earned income taxes, real estate transfer taxes, delinquent real estate taxes, earnings on investments, federal revenue (IDEA), community services activities and other local revenues. Mr. Taylor also shared a slide which depicted a ten year comparison of Local Revenue, as well as current year-to-date and next year estimates. Mr. Taylor indicated that the local community is covering approximately 75% of the cost of education.

Mr. Taylor outlined the categories of State Revenue which include Basic Education Funding, Special Education Funding, Social Security Subsidy and Retirement Subsidy, noting that State Revenue makes up 23.9% of the school district revenue. A ten year comparison was also shown reflecting a compound annual growth rate of 4.6%. A slide showing current year-to-date and next year estimates for state revenue was shown.

A slide showing federal revenue was reviewed. Federal revenue is comprised of title funding, CARES Act, CRRSA Act, and Medical Assistance Reimbursements contributing 1.4% to the revenue of the school district. A slide showing current year-to-date and next year estimates projected a decrease to federal sources.

Mr. Taylor spoke briefly on the subject of Basic Education Funding (state revenue) explaining the formula that is used to calculate the school district's average daily membership by its acute poverty percentage. Mr. Taylor also discussed how median household index is calculated and how the formula directly relates to district needs, demographics and the community wealth.

Mr. Taylor indicated that this presentation is available on line and if there are any questions, to email him directly.

A 2025-2026 Budget calendar was shown:

Date	Event	Description
01/08/2025	Finance Committee Meeting	Budget Process - Revenues
01/23/2025	Board Action Meeting	Approve Preliminary Budget *Not Applicable if Act 1 Opt Out is adopted
02/12/2025	Finance Committee Meeting	Budget Process - Expenditures
03/19/2025	Finance Committee Meeting	Budget Presentation
04/09/2025	Finance Committee Meeting	Present Final Budget

04/24/2025	Board Action Meeting	Approved Proposed Final Budget
05/14/2025	Finance Committee Meeting	
06/11/2025	Finance Committee Meeting	Present Final Budget
06/19/2025	Board Action Meeting	Approve Final Budget

2.3 Approve 2025-2026 Act 1 General Fund Budget Opt-Out Resolution

Mr. Taylor reviewed the Act 1 Index, stating that the current Act 1 Index is set at 4% for the 2025-2026 General Fund Budget. Mr. Taylor explained that the administration will be recommending the adoption of the Act 1 Resolution at the January Board Action meeting, which indicates that the district will not be applying for exceptions and does not intend to increase its real estate taxes above the 4% index.

Mr. Keith asked the Committee for a decision to move the Opt-Out Resolution for Board Action and it was agreed to do so.

2.4 Approve Tax Collector Compensation and Responsibilities Resolution

Mr. Taylor introduced the Tax Collector Compensation Resolution. As elected officials, Mr. Taylor stated that the law requires compensation to be set prior to the election cycle.

The Committee agreed to move forward the proposed Tax Collectors Compensation for Board Action.

Mr. Formica and Mrs. Barnacz praised the presentation and the detailed explanations. Mr. Brong spoke to the fiscal responsibility of the school district and its ability to maintain its schools.

Mr. Keith commented on the favorable information recently received regarding the bond issuance. Mr. Taylor reported that the pricing went very well. Ms. Flisak asked about an additional bond sale and Mr. Taylor responded that an additional sale would probably not occur this year. He explained, working with financial advisors, due to the costs associated with the process, it was determined to only borrow what was needed at this time.

Mr. Keith asked Mr. Taylor to give a brief overview on the guidelines of school investments. Mr. Taylor noted that parameters and restrictions are in place to keep taxpayer exposure to a very low risk. Mr. Taylor noted that the school district partners with Univest and PLGIT (PA Local Government Investment Trust). These outlets are safe while maximizing value.

Mr. Keith adjourned the Finance Committee Meeting at 8:47 P.M.

**3. Operations Committee**

3.1 Guaranteed Energy Savings Agreement (GESA)

Mr. Brong called Operations Committee Meeting to order at 8:49 P.M.

Mr. Taylor introduced Mr. Spahr of SiteLogiQ, noting that SiteLogiQ assisted in the procurement of the \$1M grant from the PASFIG (Pennsylvania School Facilities Improvement Grant) program. The funding was requested to replace equipment that uses older refrigerant, which is being phased out by the industry. The proposed use of the funding is to replace the chiller system (chiller, pumps, controls and piping) at Oak Ridge Elementary School. The work is proposed as an amendment to the GESA project and includes design, procurement, construction management, commissioning and other related costs.

Mr. Spahr reviewed a slide presentation showing pictures of the current chiller system, noting outdated analog controls. A breakout of costs and budget was detailed at an estimated cost of \$1.3M. A 25% match of funds is required by grant guidelines. Mr. Spahr detailed an award schedule dependent on Board approval, that would allow construction to begin in October 2025.

Mrs. Flisak inquired about the length of the project and Mr. Spahr confirmed that it is 3 months.

Mr. Brong noted that the SiteLogiQ construction management cost could be double if SiteLogiQ was not already working in district.

It was agreed to move forward for Board Action.

Mr. Brong adjourned the Operations Committee Meeting at 8:59 P.M.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Michael Taylor". The signature is written in a cursive, flowing style.

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