

**INTERBORO SCHOOL DISTRICT  
BOARD OF SCHOOL DIRECTORS  
MINUTES OF PUBLIC MEETING – DECEMBER 18, 2019**

There was a regular public meeting of the Board of School Directors of the Interboro School District on Wednesday, December 18, 2019, in the Administration Building Board Room, 900 Washington Avenue, Prospect Park, Pennsylvania.

The meeting was called to order by Mr. William Phelps, President and roll call was taken. The following members were present:

Ms. Danielle Fagan  
Mr. Edward Harris  
Mr. Glenn Goldsborough  
Ms. Jennifer Varricchio  
Ms. Kelly Joseph  
Ms. Christine Alonso  
Mr. Jack Evans  
Mr. Justin Shivone  
Mr. William Phelps

Also present were Mrs. Bernadette C. Reiley, Superintendent; Mr. Michael Puppio, Solicitor; Mr. Martin Heiskell, Director of Finance; Mr. David Criscuolo, Director of Human Resources; Mr. William Galloway, Director of Operations; Mr. Robert Sonet, Director of Technology; Ms. Rachel Lambert, Supervisor of Special Education; Approximately 5 community members, 2 staff members.

**STUDENT REPORTS given by Zachary Keeney and Francesca Parker**

**RECOGNITIONS – None**

**COMMENTS FROM PERSONS IN ATTENDANCE –**

**Judy Tilles, Tinicum School – IEA President**

- Wished everyone a Happy Holiday. The IEA looks forward to continuing to work collaborative way with the District on all issues. It has been working well and wishes for it to continue.

**MOTION**

*Public Minutes*

Motion by Mr. Evans, seconded by Mr. Shivone, *that the Minutes of the Interboro Board of School Directors' regular public meeting held on November 20, 2019, be approved.*

**VOTE**

*All members present voted 'aye' - motion carried 9-0  
(Agenda Item 5.1 – 12/18/2019)*

**MOTION**

*Reorganization Minutes*

Motion by Mr. Evans, seconded by Mr. Shivone, *that the Minutes of the Interboro Board of School Directors' reorganization meeting held on December 3, 2019, be approved.*

**VOTE**

*All members present voted 'aye' - motion carried 9-0  
(Agenda Item 5.2 – 12/18/2019)*

**SOLICITOR'S REPORT**

1) Contract review, 2) Special Education matters, 3) Tax Assessment Appeals, 4) . Wished everyone a Happy Holiday Season

**MOTION**

*Treasurer's Report*

Motion by Mr. Evans, seconded by Mr. Shivone, *that the Treasurer's Report for the month ending November 30, 2019, be approved.*

**VOTE**

*All members present voted 'aye' – motion carried 9-0.  
(Agenda Item 7.1 – 12/18/2019)*

**MOTION**  
*Funds Disbursement*

Motion by Mr. Evans, seconded by Mr. Shivone, *to ratify and approve All Fund Disbursements in the amount of \$3,94,693.02.*

**VOTE**

*All members present voted 'aye' - motion carried 9-0.  
(Agenda Item 7.2 – 12/18/2019)*

**MOTION**  
*Budget Transfers*

Motion by Mr. Evans, seconded by Mr. Shivone, *to approve the Budget Transfers for the 2019-2020 school year.*

**VOTE**

*All members present voted 'aye' - motion carried 9-0.  
(Agenda Item 7.3 – 12/18/2019)*

**CORRESPONDENCE –**

None

**COMMITTEE REPORT/UPDATE**

Audit Committee – Mr. Justin Shivone – Monday, December 16, 2019

- The audit showed that there was no significant deficiencies or noncompliance findings regarding our financial statements. The audit did find a material weakness relating to pension and OPEB. The auditors recommended that the District implement policies and procedures that will provide for strong internal controls over financial reporting.
- They also reviewed the Federal Awards and found no material weaknesses or significant deficiencies.
- Budgetary Highlights include the following:
  - The District's expenditures for the fiscal year ended June 30, 2019 was lower than the adopted final budget by a total \$657,540. This shows that we are being extremely frugal when spending money. All directors should be commended for working diligently to not spend money.
  - The District's revenues for the fiscal year ended June 30, 2019 were less than the adopted final budget by \$785,641. The most significant variance was the actual school real estate taxes collected were approximately \$739,011 less than budgeted; this number represents two percent of the total school real estate taxes budgeted. In addition, the state subsidies for employer retirement contributions were approximately \$331,502 less than the budgeted amount of which in part was due to a slight decrease in the percentage the state subsidy calculation.
  - The District began the year with \$3.9 million in our fund balance for the general fund. But with the shortfall in revenue we had to use we ended the year with a fund balance at \$3.1 million which is approximately at 5% of our overall budget.
- Mr. Heiskell will begin the process of filing with the states once the Audit is approved by the board the audit.

**Committee Appointments:**

- **Finance:** Edward Harris, Jack Evans, **Justin Shivone (chair)**
- **GBO:** Glenn Goldsborough, Christine Alonso, **Jennifer Varricchio (chair)**

**Board Liaisons:**

- **DCIU:** Edward Harris
- **DCCC:** Glenn Goldsborough
- **Legislative:** Jennifer Varricchio
- **Community Outreach:** Christine Alonso

The Finance/GB0 Meetings will be held on the first Monday of each month at 7:00 P.M., in the Board Room at the Administration Building as follows:

- January 13, 2020
- February 3, 2020
- March 2, 2020
- April 13, 2020
- May 4, 2020
- June 1, 2020
- No Finance/GB0 Meetings July and August
- September 8, 2020
- October 5, 2020
- November 2, 2020

**MOTION**  
Personnel

Motion by Mr. Evans, seconded by Mr. Shivone that the Board of School approve the following personnel actions:

**Appointments**

Name: Kristen Harrison  
Position: Personal Care Assistant  
Location: Kindergarten  
Rate of pay: \$11.95 per hour  
Effective: November 20, 2019  
Replacing: Amber Hudson (Transfer)

Name: Deborah Vecchio  
Position: Personal Care Assistant  
Location: Norwood  
Rate of pay: \$11.95 per hour  
Effective: December 11, 2019  
Replacing: Joan Webb (Retirement)

Name: John Rex  
Position: Instructional Assistant, Special Education  
Location: Glenolden  
Rate of pay: \$10.84 per hour  
Effective: December 11, 2019  
Replacing: Anita Johns

Name: Skylar Keys  
Position: Temp Title I Instructional Assistant  
Location: Norwood  
Rate of pay: \$10.84 per hour  
Effective: December 17, 2019  
Replacing: Sharon Longale

Name: Zachariah Chiles  
Position: Acting Technology Technician  
Location: Administration  
Rate of pay: \$30,000.00 annually  
Effective: December 16, 2019  
Replacing: Robert Mobley (Promotion)

Name: Kathleen Maffei  
Position: IEP Bus Monitor  
Location: Transportation  
Rate of pay: \$15.54 per hour  
Effective: September 24, 2019  
Replacing: As Needed

Name: Maureen Shaffer  
Position: Bus Monitor/Van Driver  
Location: Transportation  
Rate of pay: \$14.47/\$18.06 per hour  
Effective: December 19, 2019  
Replacing: As needed

Name: Laura Weiss  
Position: Van Driver  
Location: Transportation  
Rate of pay: \$18.06 per hour  
Effective: November 19, 2019  
Replacing: As Needed

Name: Ashley Reinmiller  
Position: Professional/Homebound Substitute  
Location: Districtwide  
Rate of pay: \$100.00 daily/\$37.00 per hour  
Effective: December 19, 2019  
Replacing: As needed

Name: Steven Messatzzia  
Position: Classified Substitute  
Location: Districtwide  
Rate of pay: \$9.00 per hour  
Effective: December 19, 2019  
Replacing: As needed

**Please approve the following Supplementals:**

**Nullify:**

Name: Jason Clayton  
Position: Assistant Coach Baseball  
Location: High School  
Effective: Spring 2020

Name: Kyle Gillam  
Position: Head Coach Middle School Boys Lacrosse  
Location: Districtwide  
Effective: Spring 2020

**Supplemental Reclassifications**

Cheri Cook  
From: PBIS Sponsor, 2 points – Prospect Park  
Rate of Pay: \$830.00  
To: PBIS Sponsor, .67 points – Prospect Park  
Rate of Pay: \$240.00  
Effective January 3, 2020



Cheri Cook

From: Reading Olympics Elementary, .75 points – Prospect Park

Rate of Pay: \$270.00

To: Reading Olympics Elementary, .25 points – Prospect Park

Rate of Pay: \$90.00

Effective January 3, 2020

### **Supplemental Appointments**

Name: Carol Scheppman

Position: Reading Olympics Elementary

Location: Tinicum School

Rate of pay: \$578.00 (Level 2, 5 years of service, 1.5 pts)

Effective: Fall 2019

### **Please reclassify the following people:**

Xander Killian

From: School Assistant- Kindergarten

Rate of Pay: \$9.70 per hour

To: Personal Care Assistant - Kindergarten

Rate of Pay: \$11.95 per hour

Effective Date: December 9, 2019

Replacing: New

Stephanie Kowchak

From: Administrative Asst./ Director of Technology – Administration

Rate of Pay: \$29,350.00 annually

To: Acting Web Technician – Administration

Rate of Pay: \$50,000.00 annually

Effective Date: December 19, 2019

Replacing: William Pullin (Leave)

### **Please approve the following IEA Reclassifications effective December 1, 2019:**

Daniel Myers, Gabrielle Capuano

### **Please approve the following person for the 2019-2020 Alternative Education Program at the High School at their contractual extra rate of pay:**

Name: Amy Tricome

Rate of Pay: \$40.00 per hour

### **Please approve the following people for a Leave of Absence:**

Mark Peltz, Music Teacher at Glenolden School, be approved for an Intermittent FMLA Leave of Absence effective November 4, 2019 through November 15, 2019. This leave is to be granted under the guidelines and regulations of FMLA for a maximum period of twelve (12) weeks per year.

George Webber, Technology Technician at Administration, be approved for a Medical Leave of Absence effective November 18, 2019 through December 13, 2019. This leave is to be granted under the guidelines and regulations of FMLA for a maximum period of twelve (12) weeks per year.

*Tracey Ticknor, Teacher at Norwood School, be approved for a Medical Leave of Absence effective December 2, 2019 through January 2, 2020. This leave is to be granted under the guidelines and regulations of FMLA for a maximum period of twelve (12) weeks per year.*

*Kathleen Barnes, Teacher at Prospect Park School, be approved for an Intermittent FMLA Leave of Absence effective January 1, 2020 through June 30, 2020. This leave is to be granted under the guidelines and regulations of FMLA for a maximum period of twelve (12) weeks per year.*

*Jessica Poulsen, Teacher at Prospect Park School, be approved for a Childbearing/Rearing Leave of Absence effective March 16, 2020 through June 8, 2020. This leave is to be granted under the guidelines and regulations of FMLA for a maximum period of twelve (12) weeks per year.*

*Patricia Hamel, Bus Monitor/School Assistant at Transportation/Prospect Park School, be approved for an Unpaid Medical Leave of Absence effective November 21, 2019 through March 1, 2020.*

*Marguerite Merola, Instructional Assistant at Norwood School, be approved for an Unpaid Leave of Absence effective December 5, 2019 through December 20, 2019.*

*Michele Borcky, Teacher at Glenolden School, be approved to extend her Medical Leave of Absence through January 2, 2020. This leave is to be granted under the guidelines and regulations of FMLA for a maximum period of twelve (12) weeks per year.*

*Kerri Barrar, Teacher at Norwood School, be approved to extend her Medical Leave of Absence through January 2, 2020. This leave is to be granted under the guidelines and regulations of FMLA for a maximum period of twelve (12) weeks per year.*

*Laura Blocksom, Kindergarten Teacher, be approved to extend her Medical Leave of Absence through January 27, 2020. This leave is to be granted under the guidelines and regulations of FMLA for a maximum period of twelve (12) weeks per year.*

*Patricia Fairman, Title I Paraprofessional at Norwood School, be approved to extend her Unpaid Medical Leave of Absence through March 16, 2020.*

**Please remove the following people from the 2019-2020 Professional/Homebound Substitute List:**

*Kyle Gillam*

**Please accept the following Resignations:**

*Deanna Tomassin – Personal Care Assistant – Norwood  
Effective Date – November 20, 2019*

*Donna Bonfitto – School Assistant – Tinicum  
Effective Date – November 20, 2019*

*Kristen Harrison – Personal Care Assistant – Kindergarten  
Effective Date – December 2, 2019*

*Angela Parker – Bus Driver- Transportation  
Effective Date – December 2, 2019*

*Helene Pilgrene – Personal Care Assistant – Norwood  
Effective Date – December 13, 2019*

**Please approve the termination of service for Employee C, Bus Driver effective November 14, 2019.**

**Please approve the separation of service of Employee D, Personal Care Assistant effective December 6, 2019.**

**VOTE**

*All members present voted 'aye' - motion carried 9-0.  
(Agenda Item #10 – 12/18/2019)*

**MOTION**

*Office of Curriculum &  
Instruction*

*Motion by Mr. Evans, seconded by Mr. Shivone that the Board of School Directors approve the following:*

*That the Board of School Directors approve the Field Placement Memorandum of Understanding between the Drexel University School of Education and the Interboro School District effective January 1, 2020.*

*That the Board of School Directors approve Jennifer Keenan as a New Teacher Induction Mentor under the MOU between Today's Child and Interboro School District.*

*That the Board of School Directors approve Brittany Baselice, Heather Egan, and Sandra Gatch to attend the PMEA State Conference on April 23-24, 2020 at Kalahari Conference Center, Poconos at a cost not to exceed \$475 per person to be paid from Ready to Learn funds.*

*That the Board of School Directors approve a stipend in the amount of \$1,350 for Jamie Kovatch for assisting the 4<sup>th</sup> – 8<sup>th</sup> grade Theatre program during the 2019 – 2020 season to be paid from Title IV funds.*

*That the Board of School Directors approve Mark Avitabile, Valerie Eckman, Rachel Lambert, Paul Korinth, Eric Paterson, and Bernadette Reiley to attend "Orchestrating a Feedback Movement" on January 29, 2020 at the Montgomery County Intermediate Unit at a cost not to exceed \$350 per person to be paid from District funds.*

**VOTE**

*All members present voted 'aye' – motion carried 9-0.  
(Agenda Item #11– 12/18/2019)*

**MOTION**

*Office of Special Education/  
Pupil Services*

*Motion by Mr. Evans, seconded by Mr. Shivone that the Board of School Directors approve the following:*

*That the Board of School Directors approve the agreements with the Pennsylvania School for the Deaf for Student V to receive OT/PT services as well as One on One services during the 2019-2020 school year at a cost not to exceed \$52,000.00 to be paid from District funds.*



*That the Board of School Directors approve the agreements with The Timothy School for Students W, X, and Y to receive special education services during the 2019-2020 school year at a cost not to exceed \$78,000.00 per student. Student Y will also receive one on one services at a cost not to exceed \$38,000.00 during the 2019-2020 school year to be paid from District funds.*

*That the Board of School Directors approve the agreement with Child Guidance Resource Center for Student Z to receive Special Education services during the 2019-2020 school year at a cost not to exceed \$40,000.00 to be paid from District funds.*

*That the Board of School Directors approve the agreement with CADES for Student AA to receive special education services during the 2019-2020 school year at a cost not to exceed \$51,926.66 to be paid from District funds.*

*That the Board of School Directors approve the DCIU Title III Consortium Memorandum of Understanding for the 2019-2020 school year.*

*That the Board of School Directors approve Elise Sutton and Victoria Domingo to attend the National Autism Conference in Washington DC on March 19-20, 2020 at a cost not to exceed \$1,200.00 to be paid from District funds.*

#### **Board Comment**

#### **VOTE**

*All members present voted 'aye' – motion carried 9-0  
(Agenda Item #12 – 12/18/2019)*

#### **MOTION**

*Office of Technology*

*Motion by Mr. Evans, seconded by Mr. Shivone that the Board of School Directors approve the following:*

*That the Board of School Directors approve My Learning Plan / Frontline District Annual Renewal for the 2019-2020 school year. Total cost not to exceed \$6,675.70 to be paid from District funds.*

*That the Board of School Directors approve the Powerschool SIS Scheduling and Discipline Training for the 2019-2020 school year. Total cost not to exceed \$5,240.00 to be paid from District funds.*

#### **VOTE**

*All members present voted 'aye' – motion carried 9-0  
(Agenda Item #13 – 12/18/2019)*

#### **MOTION**

*Office of Finance/Audit*

*Motion by Mr. Evans, seconded by Mr. Shivone that the Board of School Directors approve the following:*

*That the Board of School Director's approve the Audited Financial Statements prepared by Barbacane, Thornton & Company, LLP for the School Year ending June 30, 2019.*

#### **Board Comment**

#### **VOTE**

*All members present voted 'aye' – motion carried 9-0  
(Agenda Item #14.1 – 12/18/2019)*



**MOTION**  
*Office of Finance/Tax Index*

Motion by Mr. Evans, seconded by Mr. Shivone *that the Board of School Directors approve the following:*

*That the Board of School Directors approve the attached Index Resolution (not to exceed a 3.5 % increase) for fiscal year 2020/2021 consistent with Special Session Act 1 of 2006.*

**Board Comment**

**VOTE**

*All members present voted 'aye' – motion carried 9-0  
(Agenda Item #14.2 – 12/18/2019)*

**MOTION**  
*PA REAP Renewal*

Motion by Mr. Evans, seconded by Mr. Shivone *that the Board of School Directors approve the PA REAP Technology Services Agreement with NSAN, INC for January 1, 2020 through December 31, 2020 in the amount of \$1,049.00 to be paid from District funds.*

**VOTE**

*All members present voted 'aye' – motion carried 9-0  
(Agenda Item #15 – 12/18/2019)*

**MOTION**  
*Neumann University*

Motion by Mr. Evans, seconded by Mr. Shivone *that the Board of School Directors approve the Neumann University Facility Temporary Licensing Agreement for the High School Graduation on June 10, 2020 at a cost of \$12,145.00 to be paid from District funds.*

**VOTE**

*All members present voted 'aye' – motion carried 9-0  
(Agenda Item #16 – 12/18/2019)*

**MOTION**  
*Solicitor Engagement*

Motion by Mr. Evans, seconded by Mr. Shivone *to accept the Limited-Scope Engagement letter from the Law Firm of DiOrio & Sereni, LLP as Special Counsel for Interboro School District at an hourly rate of \$190.00 and \$95.00 for legal assistant time for residency matters.*

**VOTE**

*All members present voted 'aye' – motion carried 9-0  
(Agenda Item #17 – 12/18/2019)*

**MOTION**  
*2020-2021 Calendar*

Motion by Mr. Evans, seconded by Mr. Shivone ***approve the Preliminary Interboro School District calendar for the 2020-2021 school year.***

**VOTE**

*Ms. Fagan, Mr. harris, Mr. Goldsborough, Ms. Varricchio, Ms. Joseph, Ms. Alonso, Mr. Evans, Mr. Shivone, Mr. Phelps voted 'aye' – motion carried 9-0. (Agenda Item #18 – 12/18/2019)*

**OLD BUSINESS –**

None

**NEW BUSINESS –**

None

The next Work Session of the Interboro Board of School Directors will be convened in the Board Room of the Administration Building on Monday, January 13, 2020 at 7:00 P.M.

The next regular monthly public meeting of the Interboro Board of School Directors will be convened in the Board Room of the Administration Building on Wednesday, January 15, 2020 at 7:00 P.M.

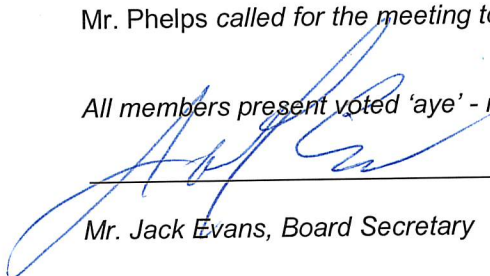
**MOTION**

*Adjournment*

Mr. Phelps called for the meeting to adjourn at 7:24 P.M.

**VOTE**

All members present voted 'aye' - motion carried 9-0.



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Mr. Jack Evans, Board Secretary