

**INTERBORO SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS
MINUTES OF PUBLIC MEETING - MARCH 22, 2018**

There was a regular public meeting of the Board of School Directors of the Interboro School District on Thursday, March 22, 2018, in the Board Room of the Administration Building, 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:

Mr. Edward Harris
Ms. Jennifer Varricchio
Ms. Bridget Bernauer
Mr. Jack Evans
Mr. Justin Shivone
Mr. William Phelps

Ms. Kelly Boyle, Ms. Kelly Joseph and Mr. Kevin McGarvey was absent.

Also present were Mrs. Bernadette C. Reiley, Superintendent; Mrs. Gaby Goham, Solicitor; Mr. Martin Heiskell, Director of Finance; Mr. David Criscuolo, Director of Human Resources; Mr. William Galloway, Director of Operations; and Ms. Rachel Lambert, Supervisor of Special Education. Principal, Mr. Ryan Snyder. Approximately 3 community members, 1 staff member.

STUDENT REPORTS – No reports - Student Representatives participated in the Spring Play

RECOGNITION –

COMMENTS FROM PERSONS IN ATTENDANCE –

Zurdi Dobi – Tinicum resident

- Sunshine Law/Executive Session – state reason specific
- Solicitor comments – not very specific
- Tax Assessment – reduction
- Airport Agreement – needs to be reviewed and petition submitted

Phyllis Floyd – Prospect Park resident

- Feb GBO – South Avenue – Electrical Work.
- Communication chain between Board Members, Superintendent and Directors. Board Authority.

Donna Franz – Glenolden resident

- Board Member Resignation – thanked Ms. Boyle for her service.
- Long Term Substitute German Teacher

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 February 21, 2018, be approved.*

VOTE

*All members present voted 'aye' - motion carried 6-0.
(Agenda Item 5.1 – 3/22/2018)*

SOLICITOR'S REPORT

1) Contract review, 2) Special Education and Professional Development,
2) Tax Assessment appeals

MOTION
Treasurer's Report

Motion by Mr. Evans, seconded by Mr. Shivone, *that the Treasurer's Report for the month ending February 28, 2018, be approved.*

VOTE

*All members present voted 'aye' - motions carried 6-0.
(Agenda Item 7.1 – 3/22/2018)*

MOTION
Funds Disbursement

Motion by Mr. Evans, seconded by Mr. Shivone, *to ratify and approve All Fund Disbursements in the amount of \$4,092,112.61.*

VOTE

*All members present voted 'aye' - motions carried 6-0.
(Agenda Item 7.2 – 3/22/2018)*

CORRESPONDENCE –

None

COMMITTEE REPORTS –

Finance Committee – Mr. Justin Shivone – Monday, March 5, 2018

- The first item on the agenda was the **Capital One Commercial Card Program** presentation by Ms. Robin Menz.
 - Ms. Menz explained to the board about potential rebate opportunities by partnering with Capital One. These potential rebates could provide some additional revenues to the district at no cost.
 - The partnership would include using a procurement card for accounts payable through Capital One, which means Capital One will work with the business office to find ways to maximize efficiencies and maximize our rebates.
 - There is an agenda item tonight in which the board will vote on to move forward with this.
- The second item discussed was the **2018-2019 Preliminary Budget**
 - Mr. Heiskell reviewed the preliminary budget and highlighted the differences compared to the preliminary budget from the February meeting. I am going to highlight some of the information below.
 - Overall our budget saw an increase in its **revenue** by \$437,937.
 - This increase is mainly from state revenue through increases in Basic Education and Special Education funding per the proposed state budget
 - Overall, we worked this month to reduce our **expenditures** by \$186,297
 - Some of the changes in expenditures included
 - a. Reducing the DCIU line item by \$15,142 because of decreases in special education contracts and competitive employment and academy services.
 - b. Reducing \$21,992 from the Federal grants line item because of adjustments in salary and benefits.
 - Although our overall expenditures did decrease we did see an increase to the Special education budget by \$222,800 due to increase in special education settlements and special education tuition.
 - Overall, we were able to decrease the deficit by \$251,640. The current budget deficit sits at \$818,063.
 - Mr. Heiskell, Mrs. Reiley, and the board will continue to work to this month to reduce the deficit as much as possible while maintaining the necessary supports for our students and staff.
- Finally, the **Preliminary Financial statements** were discussed. All board directors had the opportunity to read the Monthly department spending, Year to date revenues, and year to date expenditures and ask questions.
- The committee adjourned. And our next Finance meeting will be held on April 9th at 7pm in the Board Room of the admin building.

GBO Committee – Mr. Jack Evans – Monday, March 5, 2018

- Meeting commenced at 7:54 PM.
- The meeting began with questions from the committee regarding follow-up information on the Facility assessment that had been conducted and what projects should or could be pursued in the near term as well as where we could look for funding.

- Director of Facilities, Mr. Galloway recommended a few projects from the assessment that could be undertaken utilizing in-house resources. One of those projects would be the re-keying of all facility doors. This would standardize the type of locksets used as well as eliminate the concern for unauthorized access by previous key holders. As stated previous, the Committee does not want to lose track of initiatives mentioned in the study, especially those dealing with Life Safety and those that are listed as a priority.
- Mr. McGarvey raised a concern about other projects in the assessment that he felt needed immediate attention, in particular, the courtyard at the Administration building. We, as a committee, need to explore funding possibilities to accomplish some of the more costly initiatives.
- Mr. Galloway informed the committee that electrical repairs at the South Avenue Sports Complex have been completed.
- Mr. Galloway also mentioned that he is having a storage container placed at the complex to alleviate some of the storage concerns at that location.
- Superintendent, Mrs. Reiley, provided a proposal from a School Safety Consulting service, Emergency Training solutions, LLC., that would conduct a security assessment of the district facilities as well as training for staff. It was recommended that the item be moved forward.
- Dr. Eckman provided an update on the Title IV Programs regarding how the funds were being used as well as proposed future expenditures, which included:
 - Ukuleles to enhance the Music Program
 - Ozobots for beginning programmers
 - STEM Building kits
 - A weighted keyboard for the High School Music Program
 - AP Environmental Science start-up course materials
- Meeting was adjourned at 8:34 PM.

Legislative Update – Mr. Kevin McGarvey

- No report provided

Delaware County Community College – Mr. Kevin McGarvey

- No report provided

Delaware County Intermediate Unit – Mr. Edward Harris – Wednesday, March 14, 2018

- Approved the appointment of Mrs. Meredith Adams as DCIU Director of Early Childhood Education.
- Approval to submit the DCIU Early Head Start/Head Start continuation funding application for fiscal year July 1, 2018 to June 30, 2019.
- Approved the 2018-2019 early head Start/Head Start and Special Program Calendars.
- Approved the 2019-2019 budgets to be circulated to the districts for action. DCIU General Operating Budget in the amount of \$9,133,557.00 and DCTS budget in the amount of \$13,664,047.00.
- Approved the 2018-2019 Special Education budget in the amount of \$19,836,255.00.
- Accepted the Delaware County Education Foundation grants for 2018-2019 totaling up to \$25,000.00.
- For more information please visit: www.dciu.org.

Audit Committee – Mr. Justin Shivone – Thursday, March 22, 2018

- All board members were provided with a copy of the audit on Monday, March 19th to read and review.
- The audit committee held a phone conference with the auditors of Major's and Mastro Thursday, March 22th, 2018 at 5:00PM.
- Some of the highlights from the 2016/2017 audit include:
 - No significant deficiencies or material weaknesses relating to the financial statements.
 - There was one material weakness for internal controls dealing with the Keystone to Opportunity Grant.
 - There was a misreading of a document sent by the Department of Education that dealt with how funds should be appropriated for the 5th year of the grant that lead to an un-allowed

expenditure. The auditors recommended that district develop a system to track the period of performance for all federal grants.

- The auditors commended the district for following through with their recommendation from the previous audit dealing with the monitoring of the food service change account. No similar findings were noted in this audit.
- Other highlights of the audit dealing with the financial aspects of the budget include:
 - A fund balance of \$4,416,553 of which \$1,287,988 is committed for capital expenditures, technology, and bus leases. In addition \$352,258 of the total fund balance is non spendable for inventory and prepaid expenditures, while \$147,729 is restrict to special education and local contributions. The remaining unassigned fund balance is \$2,618,478, which is about 4% of total budget. The recommended amount of the unassigned fund balance is between 5%-8%. This is why it is imperative that we continue to stay away from using fund balance to offset the budget deficit.
 - Our districts has a total bonded debt of \$57,245,000
 - Interboro School District maintains an A+ credit rating from Standard and Poor's
 - The portion that the district on for PSERs is projected to increase from 32.57% to 36.32% over the next 5 years. These increases will add hundreds of thousands of dollars to the budget each year.

Finally, the analysis for the 2016/2017 budget showed that the district is doing an excellent job at controlling costs and absolutely not spending money on frivolous items just because the money had been allocated. The 2016/2017 final budget had expenditures at \$65,729,542 but the actual expenditures came in at \$64,194,704. This is a good thing because not as much money needed to be taken from the fund balance to cover the deficit for that fiscal year.

For examples:

- a. The budget reserves of \$75,000 for emergencies was not used.
- b. Gasoline and diesel fuel costs were approximately \$45,000 less than budgeted
- c. Actual costs for supplies for facilities were approximately \$46,000 less than budgeted
- d. Various software and licenses came in under budget approximately by \$53,000
- e. Tuition costs for charter schools and private schools came in \$225,000 less than was budgeted
- f. Costs for substitutes and overtime payments were approximately \$112,500 less than budgeted

Overall, I am satisfied with the work that the administration is doing. There are always ways to create more efficiencies within departments to maintain solid internal controls. We will work to fulfill our auditor's recommendation in that regard. I am concerned with the amount in our fund balance but I believe we as a board over the last two years have realized the importance of building it back up and are continuing to do that during this budget season. Finally I want to commend the superintendent and the directors for their work on the budget. Keeping the actual expenditures under the final budget shows that each one of you are doing your due diligence in controlling costs and only spending money that is needed to maintain a quality education for our students.

MOTION
Personnel

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

Appointments

Name: Sheila Bliss
Position: Pre-K Teacher
Location: High School
Rate of pay: \$51,227.00 annually (Step 1, Class III, Masters)
Effective: March 20, 2018
Replacing: Michele Borcky (Transfer)

Name: Kenneth Mobley
Position: LTS German Teacher
Location: High School
Rate of pay: \$200.00 daily
Effective: February 6, 2018
Replacing: Chad Donovan (Leave of Absence)

Name: Rebecca Slate
Position: LTS Special Education
Location: High School
Rate of pay: \$200.00 daily
Effective: February 21, 2018
Replacing: Tim Hanson (Leave of Absence)

Name: Lori Perillo
Position: LTS Special Education
Location: High School
Rate of pay: \$200.00 daily
Effective: March 23, 2018
Replacing: Emily Catanese (Leave of Absence)

Name: William Royal
Position: Custodian Substitute
Location: Districtwide
Rate of pay: \$9.50 per hour
Effective: March 5, 2018
Replacing: As needed

Name: Kyle Gillam
Position: Professional/Homebound Substitute
Location: Districtwide
Rate of pay: \$100.00 daily/\$37.00 hourly
Effective: March 12, 2018
Replacing: As needed

Name: Allison Gardner
Position: Professional/Homebound Substitute
Location: Districtwide
Rate of pay: \$100.00 daily/\$37.00 hourly
Effective: March 22, 2018
Replacing: As needed

Please approve the following Supplemental:

Appointment:

Name: Christine Bryan
Position: New Teacher Induction Mentor
Location: Kindergarten
Rate of Pay: \$432.00
(Length of Induction .3 year, 2 yrs service)

Please approve the following people for a Leave of Absence:

Margaret Evans, Bus Driver with the District, be approved for an Unpaid Leave of Absence effective March 19, 2018 through April 11, 2018.

Nicole Young, Kindergarten Teacher, be approved for a Childbearing/Rearing Leave of Absence effective June 12, 2018 through November 26, 2018. This leave is to be granted under the guidelines and regulations of FMLA for a maximum period of twelve (12) weeks per year.

Kelly Peterson, Kindergarten Teacher, be approved for an Unpaid FMLA Leave of Absence effective August 27, 2018 through June 14, 2019. This leave is to be granted under the guidelines and regulations of FMLA for a maximum period of twelve (12) weeks per year.

Patricia Reeps, Custodian at Norwood School, be approved to extend her Medical Leave of Absence through April 2, 2018.

Monica Graney, Second Grade Teacher at Tinicum School, be approved to extend her Childbearing/Rearing Leave of Absence through June 15, 2018.

Please remove the following people from the 2017-2018 Clerical Substitute Lists:

Deborah O'Brien

Please add the following person to the 2017-2018 Homebound Instructional List:

Russell Perry

Please accept the following resignation:

<i>Name:</i>	<i>Denise Murphy</i>
<i>Position:</i>	<i>Personal Care Assistant, Elementary</i>
<i>Location:</i>	<i>Tinicum</i>
<i>Effective:</i>	<i>February 26, 2018</i>

VOTE

*All members present voted 'aye' – motion carried 6-0.
(Agenda Item #10 – 3/22/2018)*

MOTION

Retirements

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

Howard Bailey, Bus Driver with fourteen (14) years of service to the District, be approved for Retirement effective June 30, 2018.

Alan Carducci, Head Day Custodian at Norwood School with eighteen (18) years of service to the District, be approved for Retirement effective July 6, 2018.

VOTE

*All members present voted 'aye' – motion carried 6-0.
(Agenda Item #11 – 3/22/2018)*

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 "Building Use Request" between Olivet Presbyterian Church and the Interboro School District for offsite Advanced Placement Testing at a cost of \$700, to be paid from District funds.

That the Board of School Directors approve Hannah Knauss to accompany a student to the PMEA All State Conference from April 18 – 21, 2018, at a cost not to exceed \$747.75, to be paid from District funds.

That the Board of School Directors approve the Memorandum of Understanding and Transportation Plan between Interboro School District and the Delaware County Children and Youth Services to ensure the educational stability of Foster Care Youth as required by the Every Student Succeeds Act (ESSA). These agreements will be updated or revised every three (3) years, as needed.

That the Board of School Directors approve the attached 2017-2018 Contract Agreements for Title I Remedial and Title I Parent Involvement Services for nonpublic schools between the DCIU and Interboro School District.

That the Board of School Directors approve Michele Borcky for literacy fair planning to be paid her contractual extra rate of pay, not to exceed ten (10) hours, to be paid from District funds.

VOTE

*All members present voted 'aye' – motion carried 6-0.
(Agenda Item #12 – 3/22/2018)*

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 Special Education Services for Student W from Buxmont Academy at a rate of \$144.30 per day for the 2017-2018 school year beginning March 2018, to be paid from District funds.

That the Board of School Directors approve Katherine Malenich, Marisa Giannini, and Jennifer Fanning, to attend and present at PA PBS Implementers' Forum in Hershey, PA May 22-23 2018 for the total amount of \$750.00, to be paid from District funds, to be reimbursed by Quality Indicators of Emotional Support Grant.

VOTE

*All members present voted 'aye' – motion carried 6-0
(Agenda Item #13 – 3/22/2018)*

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 the Candoris Project Services – Statement of Work for Exchange Online Protection. Total cost of \$4,270.00 to be paid from District Funds, pending Solicitor review.

That the Board of School Directors approve the MCIU Service Agreement for G-Suite (student Google accounts) – Student Annual Fee and a One-Time service development fee. Total cost of \$1,153.50 to be paid from District Funds.

That the Board of School Directors amend the PowerSchool License and Subscription Fees for the 2018-2019 school year (Board Approved 1-17-18) with an increase of \$1,400 for training purposes. Total cost not to exceed \$21,419, paid over two budget years, to be paid from District funds.

VOTE

*All members present voted 'aye' – motion carried 6-0
(Agenda Item #14 – 3/22/2018)*

MOTION
Office of Finance

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

That the Board of School Directors approve, pending approval of the Pennsylvania Department of Education, the Food Service Contract with Chartwells/Compass Group USA as the Food Service Management Company for the Interboro School District beginning July 1, 2018 through June 30, 2019.

That the Board of School Directors approve the Capital One Commercial Card Program agreement at no cost to the District, pending solicitor review.

That the Board of School Directors authorize Raffaele & Puppio LLP to settle the tax appeal for folio #21-00-00437-00.

VOTE

*All members present voted 'aye' – motion carried 6-0
(Agenda Item #15 – 3/22/2018)*

MOTION
2018-2019 DCIU GOB

Motion by Mr. Evans, seconded by Mr. Shivone that the Board of School Directors approve the General Operating Budget of the Delaware County Intermediate Unit for the fiscal year July 1, 2018 through June 30, 2019 in the amount of \$9,133,557.00. Interboro School District's share is \$37,655.41.

Roll Call

VOTE

*Mr. Harris, Mrs. Varricchio, Ms. Bernauer, Mr. Evans, Mr. Shivone and Mr. Phelps voted 'aye' – motion carried 6-0.
(Agenda Item #16 – 3/2/2018)*

MOTION
2018-2019 DCIU DCTS

Motion by Mr. Evans, seconded by Mr. Shivone that the Board of School Directors approve the General Operating Budget of the Delaware County Technical High Schools for the fiscal year July 1, 2018 through June 30, 2019 in the amount of \$13,664,047.00. Interboro School District's share is \$1,001,738.00.

Roll Call

VOTE

*Mr. Harris, Mrs. Varricchio, Ms. Bernauer, Mr. Evans, Mr. Shivone and Mr. Phelps voted 'aye' – motion carried 6-0.
(Agenda Item #17 – 3/22/2018)*

MOTION
2018-2019 DCIU
Special Education Funding

Motion by Mr. Evans, seconded by Mr. Shivone that the Board of School Directors approve the Delaware County Intermediate Unit Special Education Funding and Service Agreement for 2018/2019. Interboro School District's share is \$501,589.00.

Roll Call

VOTE

*Mr. Harris, Mrs. Varricchio, Ms. Bernauer, Mr. Evans, Mr. Shivone and Mr. Phelps voted 'aye' – motion carried 6-0.
(Agenda Item #18 – 3/22/2018)*

MOTION
Notary Public (EM)

Motion by Mr. Evans, seconded by Mr. Shivone that the Board of School Directors approve Esther McMenamin to participate in the Pennsylvania Notary Training Online course at a cost of \$320.00, to be paid from District funds.

VOTE

All members present voted 'aye' – motion carried 6-0
(Agenda Item #19 – 3/22/2018)

MOTION
Justice Security

Motion by Mr. Evans, seconded by Mr. Shivone that the Board of School Directors approve the Independent Contractor Agreement between Interboro School District and Justice Security Solutions, LLC for the purposes of risk assessment and training related to active threat response and preparedness, at a cost not to exceed \$5,000, to be paid from District funds.

Board member commented on the agenda item.

VOTE

All members present voted 'aye' – motion carried 6-0
(Agenda Item #20– 3/22/2018)

MOTION
Board Resignation

Motion by Mr. Evans, seconded by Mr. Shivone with regret that the Board of School Directors approve the resignation of School Board Director Kelly Boyle, representative of Norwood Borough - Region 5, effective March 26, 2018.

Board Members commented on the resignation.

VOTE

All members present voted 'aye' – motion carried 6-0
(Agenda Item #21– 3/22/2018)

MOTION
2nd Reading

Motion by Mr. Evans, seconded by Mr. Shivone that the Board of School Directors approve the Second Readings of the following policies in the categories of Programs and Community:

100 Programs

150 Title I – Comparability of Services

900 Community

918 Title I Parent and Family Engagement

VOTE

All members present voted 'aye' – motion carried 6-0
(Agenda Item #22 – 3/22/2018)

MOTION
Revisions

Motion by Mr. Evans, seconded by Mr. Shivone that the Board of School Directors approve the revisions of the following policies in the categories of Finances:

600 Finances

610 Purchases Subject to Bid/Quotation

611 Purchases Budgeted

VOTE

All members present voted 'aye' – motion carried 6-0
(Agenda Item #23 – 3/22/2018)

OLD BUSINESS –

None

NEW BUSINESS –

None

On Monday, April 9, 2018, a Finance Committee Meeting with the GBO Meeting immediately following will be held at 7:00 P.M. in the Board Room of the Administration Building.

The next Work Session of the Interboro Board of School Directors will be convened in the Board Room of the Administration Building on Monday, April 16, 2018 at 7:00 P.M.

The next regular monthly public meeting of the Interboro Board of School Directors will be convened in the Kindergarten Multi-Purpose Room on Wednesday, April 18, 2018 at 7:00 P.M.

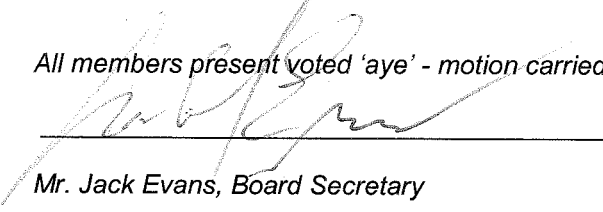
MOTION

Adjournment

Mr. Phelps called for the meeting to adjourn at 7:46 P.M.

VOTE

All members present voted 'aye' - motion carried 6-0.



Mr. Jack Evans, Board Secretary