

**INTERBORO SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS
MINUTES OF PUBLIC MEETING – JANUARY 17, 2018**

There was a regular public meeting of the Board of School Directors of the Interboro School District on Wednesday, December 20, 2017 at 7:00 P.M., in the Multi-Purpose Room of the Kindergarten Academy, 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. Kelly Joseph
Ms. Bridget Bernauer
Mr. Kevin McGarvey
Mr. Jack Evans
Mr. Justin Shivone
Mr. William Phelps

Ms. Kelly Boyle was absent.

Mr. Phelps *announced an Executive Session immediately following the meeting to discuss legal matters.*

Also present were Mrs. Bernadette C. Reiley, Superintendent; Ms. Gabrielle Goham, Solicitor; Mr. David Criscuolo, Director of Human Resources; Mr. Martin Heiskell, Director of Finance; Mrs. Barbara Hagerty, and Ms. Rachel Lambert, Supervisor of Special Education. Assistant Principal, Ms. Miesja Cubito. Approximately 10 community members, 5 staff members. Daily Times Reporter, Kevin Tustin.

STUDENT REPORTS – Presented by Aryonna Orth and Samantha Shemeluk

RECOGNITION – January is School Board Recognition Month

Mr. Phelps *commented that he appreciated the handmade gifts from the students.*

COMMENTS FROM PERSONS IN ATTENDANCE –

Clare Reilly- Prospect Park

- President of Interboro Alumni; Hall of Fame is open for nominations until February 16, 2018.

Phyllis Floyd – Prospect Park resident

- Asked for a status on the extended advertising for the vacant Board Position for Glenolden
 - *Mr. Phelps commented that the Board Vacancy would be discussed after the meeting in an Executive Session.*
 - *Mrs. Goham said the reason behind the Executive Session does fall under the exceptions of the open meetings. The 30 day time limit is not up yet, and as the vacancy has not been filled it is necessary to continue advertising. The Board has requested legal advice under which the position can be filled under board policy and school code.*
- Pittsburgh Conference - questioned why there are eight people attending.
- Pete & C Conference – questioned why is the Superintendent attending.
 - *Mr. Phelps commented that Superintendent, Mrs. Reiley was going as she handles all areas of the District.*
- Mrs. Reiley did explain the DOT revisions for Worknet item 14.1 – This is for random drug testing. Increase in charged fee is what is being approved.

Donna Franz – Glenolden resident

- As this is Board Recognition Month, wanted to thank the Board Members for their hard work, time and dedication. Proud to live in the District.

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 December 20, 2017, be approved.*

VOTE

*All members present voted 'aye' - motion carried 7-0
(Agenda Item 5.1 – 1/17/2018)*

SOLICITOR'S REPORT

1) Contract review, 2) School Board matters, 3) Special Education

MOTION
Treasurer's Report

Motion by Mr. Evans, seconded by Mr. Shivone, *that the Treasurer's Report for the month ending December 31, 2017, be approved.*

VOTE

*All members present voted 'aye' - motions carried 7-0.
(Agenda Item 7.1 – 1/17/2018)*

MOTION
Funds Disbursement

Motion by Mr. Evans, seconded by Mr. Shivone, *to ratify and approve All Fund Disbursements in the amount of \$6,553,315.35.*

VOTE

*All members present voted 'aye' - motions carried 7-0.
(Agenda Item 7.2 – 1/17/2018)*

CORRESPONDENCE –

None

COMMITTEE REPORTS –

Finance Committee – Mr. Justin Shivone – Thursday, January 11, 2018

- We looked at the Act 1 Index for Interboro School District and discussed the Index Resolution which is on the agenda tonight. The board and administration felt that there was no absolutely no need to go above the Act 1 Index of 3.2%. That being said, if the resolution passes tonight it means that a tax increase levied by this board cannot exceed 3.2%
- We also looked at the preliminary budget for the 2018-2019 fiscal year. Currently, with a zero percent tax increase we have a total revenue stream of \$64,098,825 and we see total expenditures of \$68,552,095 this would leave us with a budget deficit of \$3,352,318
- We are losing \$554,780 in revenue due to reductions in delinquent, transfer, interim and parking lot taxes and reductions in grants that have yet to be approved
- Increased expenditures in salary, benefits and our PSERS contribution are major drivers for the deficit. Many of our employees are receiving raises this year and that has increased our budget significantly. Our PSERS contribution has increased as well. With the all the increases in salaries, benefits, and PSERS contributions, the line item for salary and benefits increased by \$1,907,000
- We also saw our debt service payment increase by \$610,000 due to the GOB 2017 principal and interest plus increases for other bonds per their schedule.
- The Board, Mr. Heiskell and Mrs. Reiley will be working diligently with all directors over the next few months in developing the different department budgets to reduce those numbers as well. But, those departments only make up 6% of the budget. We can only get so much from the departments for savings.
- Other areas in which we may be able to see significant savings are with retirements and our health care costs coming in lower than what we already are budgeting. These numbers reflect a 10% increase. We can cross our fingers and hope that those numbers come in lower than already budgeted for.
- We also had an update on our Bond Refinancing that was discussed back in November. Currently we have not met the savings threshold, where we would see significant savings, for refinancing. But we will continue to update the public if and when that happens.
- We discussed the timeline of the Audit that is currently being conducted. Major and Mastro are in the finalization process now. Mr. Heiskell received a preliminary draft but not the complete audit. In the next few weeks we should be hearing from them to schedule a meeting with the audit committee. One of the major reasons that the audit is taking a lot longer this year is because of the Federal Keystone to Opportunities Grant. There are a lot of compliance testing that needs to be done. The Audit Committee will meet publically once the Audit is finalized. That meeting will be open to the public to attend.

- 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.
- Our next Finance meeting will be held on February 5th at 7pm in the Board Room of the Admin Building.

GBO Committee – Mr. Jack Evans – Thursday, January 11, 2018

- There was a request from the Technology Department for authorization to have the existing Facsimile machines replaced with a new “cloud-based” technology. At this time the committee requested additional back up information on the need and benefits of going in this direction. Board member Kelly Boyle suggested that the multi-function printers may be capable of providing this without any additional financial outlay. The Director of Technology was asked to investigate this possibility and report back to the Board, prior to the Board taking any action.
- The Technology department requested authorization to contract with Powerschool for ongoing support. PowerSchool bought out Sungard, the current software provider. This was moved to the agenda for approval.
- The Technology Department also asked for authorization to contract with Spy Glass, a firm that would assess our current phone system and make recommendations for combining the three separate systems, investigate opportunities for efficiency, and, provide a report at no cost to the District. This was moved to the agenda for approval.
- The Operations Department provided an update on the Heating/ventilation system and had previously provided a detailed report of the weather-related failure and restoration work. The Director continues to familiarize himself with the physical plant and assess the condition and age of the various mechanical systems. While the HVAC chiller system is 20 plus years old, there is no current plan for replacement, nor was there any recommendations provided in the condition assessment performed by Marotta/Main. The Department will continue to take steps to mitigate weather impacts and monitor conditions.
- Snow removal and ice hazard mitigation has been ongoing. All facilities have been open and ready for our students, the impediment being local roads and highways.
- The committee thanked the Department for its rapid response and execution of restoration during the weather-related issues.
- The meeting adjourned at 8:37pm. The next GBO Meeting will be held immediately following the Finance Meeting on Monday, February 5, 2018.

Legislative Update – Mr. Kevin McGarvey

- Mr. Phelps thanked Mr. McGarvey for taking on the responsibility of Legislative Liaison.
- No report for this month.

Delaware County Community College – Mr. Kevin McGarvey – Wednesday, January 10, 2018

- Dual Enrollment – statistics – new and continuing, registering went up 15% in 2017 for ISD.
- Presentation on the Municipal Police Academy.
- April 4, 2018 is next meeting.
- School Board Appreciation Dinner is scheduled for October 25, 2018.

Delaware County Intermediate Unit – Mr. Edward Harris – Wednesday, January 3, 2018

- Approved the appointment of following new DCIU Board Members:
Ms. Jaclyn Clancy, Rose Tree Media
Dr. Monica Taylor, Upper Darby School District
Mrs. Kelly Wachtman, Wallingford-Swarthmore School District
Mrs. Marion Fitti, William Penn School District
Mrs. Susan Mingey, Haverford Township School District
Mrs. Sheree Monroe, Southeast Delco School District
- Appointed Mr. Harry McElwee, Ridley School District, Vice President of the DCIU Board of Directors.
- Approved a contract between DCIU and Franklin Mint Federal Credit Union Foundation to be the Delco Hi-Q Quizmaster.
- Approved an agreement between DCIU and Chester Upland School District to conduct a search for a Chief Operations Officer.

- Accepted the June 30, 2017 audits for DCIU and DCTS.
- Approved a sole source contract with GameSalad, Inc.
- Approved the 2018-2019 Holiday Schedule.
- For more information please visit: www.dciu.org.

MOTION
Personnel

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

Appointments

Name: Kyle Gillam
Position: LTS Sixth Grade Teacher
Location: Prospect Park
Rate of pay: \$200.00 daily
Effective: April 16, 2018
Replacing: Christiana Laky (maternity)

Name: Michael Northrop
Position: LTS Fifth Grade Teacher
Location: Prospect Park
Rate of pay: \$200.00 daily
Effective: April 27, 2018
Replacing: Rachel Petkevis (maternity)

Name: Janet Gianforcaro
Position: Bus Monitor
Location: Transportation
Rate of pay: \$13.80 per hour
Effective: January 18, 2018
Replacing: New

Please approve the following Supplemental:

Appointment:

Name: Katherine Curry
Position: Assistant Coach 8th Grade Basketball
Location: Districtwide
Rate of Pay: \$2,160.00 (Level 1, 6 points, 1 year of service)
Replacing: William Eschenbach

Name: Natalie Tozer
Position: Spelling Bee Advisor
Location: Tinicum
Rate of Pay: \$360.00 (Level 1, 1 points, 1 year of service)
Replacing: Cacciutti/Holdeman

Name: Michelle McEvoy
Position: Mini Thon Advisor
Location: High School
Rate of Pay: \$1,080.00 (Level 1, 3 points, 1 year of service)
Replacing: New

Name: Gary Mayer
Position: New Teacher Induction mentor
Location: Tinicum
Rate of Pay: \$540.00 (1 year of service)
Replacing: New

Reclassify the following person:

Robin Rhodes

From: Personal Care Assistant - Glenolden

Rate of Pay: \$10.89 per hour

To: Instructional Assistant Special Education – Prospect Park

Rate of Pay: \$9.84 per hour

Effective Date: January 8, 2018

Please approve the revision to the following effective date:

Helen Dalessio – LTS Special Education Teacher - Norwood

From: December 11, 201

To: December 11, 2017

Recommendation for Professional Employee Status, be approved:

Joseph McDevitt, Amy Miller, Brett Rambo

Please approve the following people for ACT Tutors at their contractual rate of pay to be paid from the District budget:

Name: Daniel Meli

Rate of pay: \$40.00 per hour

Name: Anthony Meccariello

Rate of pay: \$40.00 per hour

Please approve the following people for a Leave of Absence:

Christiana Laky, Teacher at Prospect Park School, be approved for a Childbearing/Rearing Leave of Absence beginning April 16, 2018 through June 10, 2018 and September 4, 2018 through November 21, 2018. This leave is to be granted under the guidelines and regulations of FMLA for a maximum period of twelve (12) weeks per year.

Sheila Frank, English Teacher at the High School, be approved for a Childbearing/Rearing Leave of Absence beginning April 26, 2018 through October 3, 2018. This leave is to be granted under the guidelines and regulations of FMLA for a maximum period of twelve (12) weeks per year.

Kaitlin Bringham, Bus Driver for the District, be approved to extend her Unpaid Medical Leave of Absence through January 29, 2018.

Lisa Boon, Instructional Assistant at Prospect Park School, be approved to extend her Unpaid Medical Leave of Absence through January 30, 2018.

Peggy McDonough, Custodian at the Prospect Park School, be approved to extend her Medical Leave of Absence through February 28, 2018. This leave is to be granted under the guidelines and regulations of FMLA for a maximum period of twelve (12) weeks per year.

Dena Kilian, Kindergarten Teacher, be approved to extend her Childbearing/Rearing Leave of Absence through February 2, 2018. This leave is to be granted under the guidelines and regulations of FMLA for a maximum period of twelve (12) weeks per year.

Please accept the following resignation:

*Deborah McHugh – Bus Monitor – Transportation
Effective Date – January 10, 2018*

VOTE

*All members present voted 'aye' – motion carried 7-0.
(Agenda Item #10 – 1/17/2018)*

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 attached Memorandum
of Understanding from the Philadelphia Young Playwrights, at a cost not
to exceed \$11,000, to be paid from the Keystones to Opportunity 2017
Incentive Award.*

*That the Board approve the following staff to attend the 2018 PA/Title I
Improving School Performance Conference from January 28 – 31, 2018,
to be held at the Sheraton Station Square, Pittsburgh, PA, at a cost not
to exceed \$3,860, to be paid from the Title I grant funds.*

*Bernadette Reiley, Valerie Eckman, Mark Avitabile, Rachel Lambert,
Stephanie Farmer, Judith Tilles, Kristen DiMarco and Andrea Wilson*

Mr. Evans *commented that he was aware of who was going to the
conference. Any questions could have been raised at Work
Session. This is being paid from grant funds, not District funds.*

VOTE

*All members present voted 'aye' – motion carried 7-0.
(Agenda Item #11 – 1/17/2018)*

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 the invoice for Student P to
attend St. Katherine's Day School for the 2017-2018 school year. Total
cost not to exceed \$19,250.00, paid from District Funds.*

VOTE

*All members present voted 'aye' – motion carried 7-0
(Agenda Item #12 – 1/17/2018)*

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 Edge Click Extended
advertising opportunity for the Interboro School District. No cost to the
District.*

*That the Board of School Directors approve the SpyGlass agreement to
perform an audit of the District phone services for the 2017-2018 school
year. No cost to the District for the audit review.*

*That the Board of School Directors approve the PowerSchool license
and subscription fees for the 2018-2019 school year. Costs not to
exceed \$20,019.00, paid from District Funds.*

That the Board of School Directors approve Bernadette Reiley to attend the Pete & C (Pennsylvania Educational Technology Expo & Conference) on Monday, February 12, 2018 at the Hershey Lodge and Convention Center. Cost not to exceed \$225.00, paid from District Funds

VOTE

*All members present voted 'aye' – motion carried 7-0
(Agenda Item #13 – 1/17/2018)*

MOTION

Office of Facilities

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 U.S. Department of Transportation (DOT) revisions with WORKNET for all Non-DOT bus and van drivers for the Transportation department. The cost is \$75.00 per person, to be paid through District funds.

VOTE

*All members present voted 'aye' – motion carried 7-0
(Agenda Item #14 – 1/17/2018)*

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 the Index Resolution (not to exceed a 3.2% increase) for fiscal year 2018/2019 consistent with Special Session Act 1 of 2006.

Mr. Phelps *stated this is not the tax increase this is just the cap.*

VOTE

*All members present voted 'aye' – motion carried 7-0
(Agenda Item #15 – 1/17/2018)*

OLD BUSINESS –

None

NEW BUSINESS –

None

Superintendent - Mrs. Bernadette C. Reiley

- January is School Directors Recognition Month, which honors members of local boards for their commitment to provide quality public education for Pennsylvania's school children. School Directors generously contribute their time and talents to the advancement and success of public education. This is a year round commitment that often goes unrecognized.
On behalf of the administration and staff, I would like to thank our Board Members for their dedication to the Interboro School District. Each and every board member volunteers their time to the Board. It is a true commitment and at times they are putting in long hours to make decisions that are in the best interest of the District and taxpayers.
Each Board member has been "adopted" by a classroom from the school/community they represent. Over the next month, students will share samples of their work to show all they are learning in school. In the near future, we are also placing plaques in the Board Room that will represent each of the 4 communities. All of the Board members that have served from the time Interboro was formed will be included.
Board Members also received a certificate on behalf of PSBA, and handwritten cards from Mrs. DiLullio's elementary gifted students.
- On Saturday, January 13th, Interboro and Ridley School Districts combined efforts with the US Army in the Race for Hunger. Interboro and Ridley collected 14,714 pounds of can goods and non-perishables. All of the items went to Loaves and Fishes. Thank you to everyone in the community who participated. This was an incredible job and so proud of the combined effort.

- On January 9th, we held our 3rd Female Empowerment Night entitled "New Year, New You." Our focus this session was to provide resources that promoted mindfulness, positivity, living a healthy lifestyle, just to name a few. We had over 150 girls and role models attend. I would like to thank Dr. Eckman, our District school counselors, social workers, administrators and teachers that assisted in organizing or who participated in the event. Also, a thank you to the Interboro Alumni and many local businesses who helped to secure or donate the many door prizes that we had. It was an amazing event for our young ladies and a wonderful evening. We are looking to do something again in the spring and hopefully offer an event for the boys.

Mr. Kevin McGarvey

- Welcomed the two new board members are was looking forward to working with them in the future
- Thanked the Board for appointing him as the Legislative Representative.

Mr. Jack Evans

Thanked the District staff for their efforts during the different weather related issues that we've had in the past few weeks and for making sure the grounds, buildings were safe for the students and staff.

On Monday, February 5, 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, February 19, 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, February 21, 2018 at 7:00 P.M.

MOTION

Adjournment

Mr. Phelps called for the meeting to adjourn at 7:41P.M.

VOTE

All members present voted 'aye' - motion carried 7-0.



Mr. Jack Evans, Board Secretary