



BOARD OF SCHOOL DIRECTORS MONTHLY ACTION MEETING MINUTES

Thursday, January 24, 2019

Generated by Renai Cardillo on Monday, January 28, 2019

Members present: Nicholas Braccio, William Brong, Janet Flisak, Matt Holliday, Ken Keith, Thomas Kwiatkowski, Donna Scheuren, Courtney Barbieri

Members absent: Stephen M. Nelson

Others present: Brigitte Bagocius, Lisa Ball, Henry Franz, Frank T. Gallagher, Brad Garrett, Christopher Hey, Katie Kennedy-Reilly, William Stone, and Megan Zweiback.

1. Welcome

1.1 Call to Order - Board President

Mr. Keith called the meeting to order at 7:09 P.M.

1.2 Meeting Protocol

Mr. Keith announced the meeting protocol for public comment.

1.3 Pledge of Allegiance

Mr. Keith led the meeting in the Pledge of Allegiance.

1.4 Roll Call - Board Secretary

Mr. Stone called the roll. Eight board members were present.

2. Report of the Student Representatives to the Board

2.1 Student Representatives Update on Activities and Events at Souderton Area High School

Senior Danny Pineda and junior Elliott Majka reported on the recent activities at the high school that included the Winter Workshop held for district first grade students giving them the opportunity to visit the high school, while learning and participating in seasonal activities. Cocoa & Cram was held in preparation for final exams and the end of the first semester also marks the beginning of class scheduling for underclassman. The Winter Ball was postponed for weather but ticket sales were quite successful.

3. Public Comments on Agenda Items

3.1 Public Comment

Andrew Souchet of Franconia Township inquired about the Act 1 Opt-Out Resolution as it appears on the agenda. Mr. Keith responded that enacting the Act 1 Opt-In/Opt-Out Resolution allows for taxation above the Act 1 Index. Mr. Stone reiterated that the approval of the Act 1 Opt-Out Resolution indicates that the Board has decided not to utilize options that could increase real estate taxes greater than 2.3%.

4. Report of the President

4.1 Report on Executive Session Meeting(s) held by the Board

Mr. Keith reported that an Executive Session was held prior to tonight's meeting to discuss the matters on tonight's agenda including an Administrative staff appointment, a professional staff appointment, a sabbatical rescission, two student expulsions, a 2019-2020 budget resolution, a tax agreement, an early retirement incentive plan and repairs needed at Indian Crest Middle School. This meeting lasted approximately 50 minutes.

5. Consent/Action Agenda

5.1 Consent/Action Agenda Protocol

The Superintendent made a recommendation to the Board for a motion to approve the Consent/Action item(s) listed. Board members were invited to remove items from the Consent/Action agenda if further discussion was needed.

5.2 Approve School Board Meeting Minutes from December 20, 2018

MOTION TO APPROVE THE DECEMBER 20, 2018 SCHOOL BOARD MEETING MINUTES AS PRESENTED.

5.3 Approve Financial Statements and Check Listings

MOTION TO APPROVE THE FINANCIAL STATEMENTS AND CHECK LISTINGS FOR DECEMBER 2018.

5.4 Approve Request(s) to Attend Conferences/Workshops

The Administration is seeking Board approval of conference/workshop requests as listed below:

Teresa Washam
High School Vocal Music Teacher
2019 PMEA PA Music Educators Association Eastern Division Conference
Pittsburgh, PA
April 3-7, 2019
\$435.00
Funding: Building Budget

Adam Tucker
High School Instrumental Music Teacher
2019 PMEA PA Music Educators Association Eastern Division Conference
Pittsburgh, PA
April 4-7, 2019
\$995.00
Funding: Building Budget

Megan Good
High School ELA Teacher
Advanced Placement Summer Institute
MCIU
Norristown, PA
June 24-27, 2019
\$1,055.60
Funding: Building Budget

Brandon Bilohlavek
Enterprise Software & PIMS Administrator
PDE Data Summit
Hershey, PA
March 25-26, 2019
\$625.63
Funding: Pupil Services

Susan VanSaun
District Staff Developer
Pete & C Technology Conference
Hershey, PA
February 11-12, 2019
\$664.41
Funding: Curriculum

Resolution: MOTION TO APPROVE REQUEST(S) TO ATTEND CONFERENCES/WORKSHOPS AS LISTED.

5.5 Approve Request(s) for Out-of-State/Overnight Field Trips

The Administration is seeking approval for a request for an out-of-state/overnight field trip:

SAHS Ski & Snowboard Club Trip

February 14-17, 2019

Smuggler's Notch Ski Resort

Jeffersonville, VT

40 students / 8 adults

Funding: Student

SAHS Cheer Team

February 6-11, 2019

Nat'l High School Cheerleading Championships

Walt Disney World

Orlando, Florida

14 students / 3 adults

Funding: Student

Indian Crest & Indian Valley Middle Schools

March 8, 2019

GIEP students

Medieval Times

Lyndehurst, NJ

47 students / 5 teachers

Funding: Student

SAHS Arrowhead/Journalism Students

March 22, 2019

NBC Studio Tour

New York City, NY

25 students / 2 teachers

Funding: Student

SAHS Baseball Team

March 22-23, 2019

Cal Ripken Sports Complex

Aberdeen, MD

20 students / 4 teachers

Funding: Student

SAHS Key Club

Key Club State Convention

Pittsburgh, PA

March 29-30, 2019

8 students / 1 teacher

Funding: Student

SAHS Choir

Broadway Performance

Longacre Theater

New York City, NY

May 11, 2019

42 students / 2 teachers / 10 parents

Funding: Student

Resolution: MOTION TO APPROVE OUT-OF-STATE/OVERNIGHT FIELD TRIP REQUEST(S) AS LISTED:

5.6 Approve Personnel Items - Professional Staff

<u>NEW HIRES</u>	
GEIGER, CORRINE Replacement for Caitlyn Quinn Buck (Sabbatical)	ESL Teacher, E. Merton Crouthamel Elementary School LONG-TERM SUBSTITUTE <u>Effective:</u> Second semester 2018-2019 school year <u>Education:</u> Arcadia (BA) 2011 Arcadia (MEd) 2014 <u>Experience:</u> Sept 2016-present - Souderton Area School District, ESL Intervention Teaching Assistant, E. Merton Crouthamel Elementary School; Oct 2017-Sept 2016 - Souderton Area School District, Substitute Teacher <u>Recommended Salary:</u> \$27,396 - M (1)
<u>REQUEST FOR CHILDREARING LEAVE</u>	
SZATKOWSKI, LAURA	Learning Support Teacher, Souderton Area High School Request for Childrearing Leave, following 12-weeks leave under FMLA, through the end of the first semester of the 2019-2020 school year. Mrs. Szatkowski plans to return for the second semester of the 2019-2020 school year.
<u>REQUEST FOR COMPENSATED PROFESSIONAL LEAVE</u>	
HOLAK, HEATHER	Learning Support Teacher, Franconia Elementary School Request for Compensated Professional Leave for the entire 2019-2020 school year.

The following change is to a request for a compensated professional leave which was previously approved on November 15, 2018.

<u>REQUEST FOR EXTENDED CHILDREARING LEAVE</u>	
MAZIN, JAMI	Third Grade Teacher, Vernfield Elementary School Request to extend Childrearing Leave through the end of the 2018-2019 school year. Mrs. Mazin plans to return at the start of the 2019-2020 school year.

The following change is to a request for a compensated professional leave which was previously approved on November 15, 2018.

<u>REQUEST FOR RECISSION OF PROFESSIONAL SABBATICAL</u>	
HARTMAN, COLLEEN	Science Teacher, Souderton Area High School Ms. Hartman has rescinded her request for compensated professional leave for the second semesters of both the 2018-2019 and 2019-2020 school years.

Resolution: MOTION TO APPROVE PERSONNEL ITEMS - PROFESSIONAL STAFF

5.7 Approve Personnel Items - Administrative Staff

<u>NEW HIRE</u>	
PAWLING, BRIAN R. Replacement for William Stone (Resigned)	Director of Business Affairs CABINET POSITION <u>Effective:</u> March 11, 2019 <u>Education:</u> Kutztown (BS) 2001 Alvernia (MBA) 2011 <u>Experience:</u> May 2016-present - Brandywine Heights Area School District, Business Manager; June 2014-May 2016 - North Penn School District, Assistant Director of Business Administration; April 2013-June 2014 - Manheim Township School District, Assistant Director of Business Operations; July 2004-April 2013 - West Chester Area School District, Accounting/Purchasing Supervisor; July 2001-July 2004 - Tredyffrin/Easttown School District, Purchasing Assistant <u>Recommended Salary:</u> - \$146,000 (pro-rated based on start date)

Resolution: MOTION TO APPROVE PERSONNEL ITEMS - ADMINISTRATIVE STAFF

5.8 Approve Personnel Items - Support Staff

<u>RETIREMENT</u>	
PONAS, EDWARD	Custodian, Indian Crest Middle School Effective: May 31, 2019
<u>RESIGNATIONS</u>	
GEIGER, CORRINE	ESL Intervention Teaching Assistant, E. Merton Crouthamel Elementary School Effective: January 21, 2019
JOHNS, DEIRDRE	Food Service Substitute Effective: January 14, 2019
STAEHLE, MONICA	Special Education Instructional Assistant, Oak Ridge Elementary School Effective: January 4, 2019
TRUMBORE, KAYLEIGH	Special Education Instructional Assistant, Oak Ridge Elementary School Effective: January 11, 2019
ZAVALA, SANDRA	Food Service Substitute Effective: January 11, 2019
<u>NEW HIRES</u>	
BENFIELD, CHERAMIE New Position due to Enrollment	Classroom Instructional Assistant, Franconia Elementary School Effective: January 4, 2019 Wage: \$11.90 per hour - Hours: 1 per day
FADDEN, ANN Replacement for Monica Staehle (Resigned)	Special Education Instructional Assistant, Oak Ridge Elementary School Effective: January 23, 2019 Wage: \$13.96 per hour - Hours: 5.75 per day
NORDEMAN, KRISTIN Replacement for Tara Turner (Transfer)	Cafeteria/Playground Aide, Oak Ridge Elementary School Effective: January 15, 2019 Wage: \$10.45 per hour - Hours: 2 per day
TURTU, KATRINA Replacement for Meredith Reed (Resigned)	Special Education Instructional Assistant, Vernfield Elementary School Effective: January 17, 2019 Wage: \$13.26 per hour - Hours: 6.75 per day
<u>TRANSFER</u>	
DALTON, VANESSA Replacement for Stephanie Rober (Resigned)	From: Food Service Substitute To: Food Service Assistant, Indian Valley Middle School Effective: January 22, 2019 Wage: \$10.25 per hour - Hours: 6.5 per day
SMITH, SABRINA	From: Cafeteria/Playground Aide, Vernfield Elementary School To: Substitute Cafeteria/Playground Aide, Vernfield Elementary School Effective: January 7, 2019 Wage: \$10.45 per hour - Hours: As needed
TURNER, TARA Replacement for Britany Kratz (Resigned)	From: Cafeteria/Playground Aide, Oak Ridge Elementary School To: Special Education Instructional Assistant, Oak Ridge Elementary School Effective: January 2, 2019 Wage: \$13.76 per hour - Hours: 6.75 per day

Resolution: MOTION TO APPROVE PERSONNEL ITEMS - SUPPORT STAFF

5.9 Approve Personnel Items - Supplemental Contracts

New Supplemental Contracts:

<u>Name</u>	<u>Position</u>	<u>School</u>	<u>Salary</u>
Lori Maxwell	Spring Musical - Producer	Souderton Area High School	\$2,425
John McLaughlin	Assistant Wrestling Coach	Indian Crest/Indian Valley Middle Schools	\$1,788

The following change is to a supplemental contract which was previously approved on December 20, 2018.

<u>Name</u>	<u>Position</u>	<u>School</u>	<u>Salary</u>
Allyson Hempelmann	Assistant Color Guard Instructor, Indoor Drumline *change in position	Souderton Area High School	\$1,400

The following change is to a supplemental contract which was previously approved on December 5, 2018.

<u>Name</u>	<u>Position</u>	<u>School</u>	<u>Salary</u>
Brian Bisacquino *Replacing Jeremy Thomas	Boys Basketball Assistant Coach	Souderton Area High School	\$3,163

The following change is to a supplemental contract which was previously approved on September 27, 2018.

<u>Name</u>	<u>Position</u>	<u>School</u>	<u>Salary</u>
Denise Meehl	Mock Trial Co-Advisor *now a split position	Souderton Area High School	\$183.50
Michael Sciarra	Mock Trial Co-Advisor *now a split position	Souderton Area High School	\$175

Resolution: MOTION TO APPROVE PERSONNEL ITEMS - SUPPLEMENTAL CONTRACTS

5.10 Approve Personnel Items - Professional Contracts for Teacher Who Earned Tenure

<u>Name</u>	<u>Subject/School</u>
Lauren Murawski	Math Teacher, Indian Crest Middle School

Resolution: MOTION TO APPROVE PERSONNEL ITEMS - PROFESSIONAL CONTRACTS FOR TEACHERS WHO EARNED TENURE

5.11 Approve Mentors and Peer Coaches

The Administration will be seeking approval for the following mentor:

Jessica Miles	Mentor for Corrine Geiger	\$300
Suzanne Thomas	Mentor for Timothy Cassell (Pro-rated)	\$340

Resolution: MOTION TO APPROVE MENTORS AND PEER COACHES FOR THE 2018-2019 SCHOOL YEAR

5.12 Approve Appointment of Acting District Open Records Officer

The Administration is seeking to approve the appointment of Dr. Christopher D. Hey as the Acting District Open Records Officer effective January 28, 2019.

Resolution: MOTION TO APPROVE THE APPOINTMENT OF AN ACTING DISTRICT OPEN RECORDS OFFICER

5.13 Approve Appointment of an Acting Souderton Area Board of School Directors' Secretary

The Administration is seeking to approve the appointment of Renai Cardillo as the Acting Souderton Area Board of School Directors' Secretary effective January 28, 2019.

Resolution: MOTION TO APPROVE THE APPOINTMENT OF AN ACTING SOUDERTON AREA BOARD OF SCHOOL DIRECTORS' SECRETARY

5.14 Approve Consulting Agreement with LOGIC LLC

The Administration is recommending the approval of a consulting agreement with LoGIC LLC for the appointment of Denis McCall as Acting Director of Business Affairs effective January 28, 2019, through March 10, 2019.

Resolution: MOTION TO APPROVE CONSULTING AGREEMENT WITH LOGIC LLC FOR THE APPOINTMENT OF DENIS MCCALL AS ACTING DIRECTOR OF BUSINESS AFFAIRS

5.15 Approve Third Reading and Final Adoption of Policy No. 806 - Child Abuse

Administration is seeking a Third Reading and Final Adoption of Policy 806 - Child Abuse. This action will revise existing Board Policy to include recommendations from PSBA.

Resolution: MOTION TO APPROVE THIRD READING AND FINAL ADOPTION OF POLICY NO. 806 - CHILD ABUSE

5.16 Approve Donation to Souderton Area High School

The Administration recommends approving a monetary donation to the Robotics Club at Souderton Area High School per Policy # 702, *Gifts, Grants and Donations*.

Resolution: MOTION TO APPROVE A DONATION TO SOUDERTON AREA HIGH SCHOOL

5.17 Accept the Single Audit Report for 2017-2018

The Administration recommends acceptance of the Single Audit Report from Gorman & Associates, P. C. for the year ended June 30, 2018.

Resolution: MOTION TO ACCEPT THE SINGLE AUDIT REPORT FOR THE YEAR ENDED JUNE 30, 2018

5.18 Approve Act 1 Opt-Out Resolution

The Administration will present a resolution to not exceed the Act 1 Index for a real estate tax increase for the 2019-2020 General Fund Budget.

Resolution: MOTION TO APPROVE A RESOLUTION IN ACCORDANCE WITH ACT 1 OF 2006, THE TAXPAYER RELIEF ACT, REGARDING THE 2019-2020 GENERAL FUND BUDGET

5.19 Approve a Resolution Naming Five (5) Additional Local Holidays

As per School Code the administration will be naming five additional holidays.

Resolution: MOTION TO APPROVE A RESOLUTION NAMING FIVE (5) ADDITIONAL LOCAL HOLIDAYS

5.20 Approve Transfer to Food Service Fund

The Administration recommends approving a transfer of \$17,904 from the Medical Fund to the Food Service Fund. This transfer represents the Food Service Fund's proportionate share of excess contributions to the Medical Fund during the 2017-18 fiscal year.

Resolution: MOTION TO APPROVE TRANSFER TO FOOD SERVICE FUND FROM MEDICAL INTERNAL SERVICE FUND

5.21 Approve Student Expulsion

The Administration is seeking approval for two student expulsions. Pursuant to the laws of Pennsylvania, it is recommended that Souderton Area School District Board of Directors approve the expulsion of Student ID#307378 and Student ID# 310383 from the Souderton Area School District from January 24, 2019 to end of first semester, January, 2020.

Resolution: MOTION TO APPROVE (2) STUDENT EXPULSIONS FROM SOUDERTON AREA SCHOOL DISTRICT

5.22 Approve School Club for 2018-19 School Year

The Administration recommends approval of a student club for the 2018-19 school year.

Resolution: MOTION TO APPROVE SCHOOL CLUB FOR THE 2018-19 SCHOOL YEAR

5.23 Approve Tax Agreement

The Administration recommends approval of an agreement for parcel 34-00-04786-00-4 in Franconia Township.

Resolution: MOTION TO APPROVE AGREEMENT FOR A PROPERTY IN FRANCONIA TOWNSHIP

5.24 APPROVE ALL CONSENT/ACTION AGENDA ITEMS AS PRESENTED

Resolution: MOTION TO APPROVE ALL CONSENT/ACTION AGENDA ITEMS AS PRESENTED.

MOTION TO APPROVE ALL CONSENT/ACTION AGENDA ITEMS AS PRESENTED.

Motion by Donna Scheuren, second by Nicholas Braccio.

Final Resolution: Motion Carries

Aye: Nicholas Braccio, William Brong, Janet Flisak, Matt Holliday, Ken Keith, Thomas Kwiatkowski, Donna Scheuren, Courtney Barbieri

6. Discussion/Action Agenda

There were no discussion/action agenda items.

7. Future Meetings

7.1 Future Meetings

DATE	ORGANIZATION	TIME	LOCATION
Wednesday February 13 2019	SASD Committee Meetings	6:30 PM	District Administrative Office
Wednesday February 20 2019	NMTCC Joint Operating Committee Meeting	7:00 PM	North Montco Technical Career Center 1265 Sumneytown Pike Lansdale
Wednesday February 27 2019	Montgomery County Intermediate Unit Board of Directors Meeting	7:00 PM	MCIU 2 West Lafayette Street Norristown
Thursday February 28 2019	SASD Board Action Meeting	7:00 PM	District Administrative Office
Tuesday March 26 2019	Indian Valley Regional Planning Commission	7:00 PM	Franconia Township Building Allentown Road 671 Allentown Road Telford

8. Report of the Solicitor

8.1 Report of the Solicitor

There was no report.

9. Unfinished/New Business of the Board

9.1 Unfinished/New Business from the Board

Dr. Gallagher introduced Mr. Brian Pawling, the newly appointed Director of Business Affairs. Mr. Pawling thanked the Administration and the Board for the appointment. Mr. Keith welcomed Mr. Pawling on behalf of the Board of School Directors.

10. Public Comments

10.1 Public Comments

Andrew Souchet of Franconia Township asked for details of the A.L.I.C.E. program. Dr. Gallagher responded on the acronym A - Alert, L - Lockdown, I- Inform, C - Counter, E - Evacuate, noting that this method gives teachers and staff options and choices in the event of an emergency instead of the traditional lockdown scenario. Mr. Keith reiterated the Board's continued commitment to school safety.

Prior to the adjournment, Dr. Gallagher praised Mr. Bill Stone for his service to the school district. Mr. Keith and Mrs. Scheuren also praised Mr. Stone noting that he exceeded the Board's expectations. Mr. Stone thanked the Administration and the Board.

11. Adjournment

Action: 11.1 Adjournment of the Meeting

MOTION TO ADJOURN THE BOARD OF SCHOOL DIRECTORS' MEETING.

Motion by William Brong, second by Donna Scheuren.

Final Resolution: Motion Carries

Aye: Nicholas Braccio, William Brong, Janet Flisak, Matt Holliday, Ken Keith, Thomas Kwiatkowski, Donna Scheuren, Courtney Barbieri

Respectfully Submitted,

A handwritten signature in black ink that reads "Renai M. Cardillo". The signature is written in a cursive, flowing style.

Renai M. Cardillo
Acting Board Secretary