

MINUTES OF THE MEETING OF BOARD OF SCHOOL DIRECTORS  
**Board Meeting** – Wednesday, April 19, 2017  
Large Group Instruction Room  
Morrisville Middle/Senior High School  
7:30 p.m.

SCHOOL DISTRICT OF BOROUGH OF MORRISVILLE  
Morrisville, Pennsylvania

*This meeting was recorded for televising*

The regular monthly meeting of the Morrisville Board of School Directors was held in the LGI Room located in the Morrisville Middle/Senior High School, 550 West Palmer Street, Morrisville, Pennsylvania on Wednesday, April 19, 2017, after due notice of this meeting had been given as required by law. Mr. Miller, President, called the meeting to order at 7:30 p.m.

- Pledge of Allegiance

Mr. Miller made a motion to appoint Mr. Harris as the Recording Secretary for tonight's meeting. This motion was seconded by Mr. Perry, and passed by a unanimous voice vote of 9 ayes.

The following members were present on roll call:

In attendance: Messrs. Colon (via telephone), Gilleo, Perry, Stoneburner, Dingle, Miller and Ms. Getty, Ms. Grau, and Ms. Kartal

*Quorum Present:*

Also attending this evening's meeting were Michael Kopakowski, Superintendent; Mr. Jason Harris, Business Administrator; Katrina Homel, Esq., Solicitor; media, MEA representation, and members of the community.

Mr. Miller stated that an Executive Session was held prior to this evening's meeting to discuss personnel, and information gathering regarding finance, staffing, and facilities.

*Mr. Miller stated that the following areas will be covered at next week's Business Meeting:*

**Student Spotlight**

Teacher – Assunta Deliman (Reading Olympics)

Teacher – Kevin Jones (Middle School Video Club)

Coordinator – Christine Harvie (In-School Youth Workforce Development Program)

**Reports**

- Student Representatives to the Board
- Bucks County Technical High School

**ITEMS OF GENERAL INFORMATION**

**1.** SUPERINTENDENT/ADMINISTRATOR'S REPORTS

- This week in our Schools (Reports from Superintendent and Administration)
- Enrollment Report

## **PUBLIC SESSION #1 (Agenda Items Only)**

There were no speakers for Public Session #1.

**LIASION REPORTS**

**Morrisville Opportunity Education Foundation/MOEF Report – Ms. Grau**

Ms. Grau stated that a meeting was held this evening and discussed the following:

- Approved trips for Kindergarten, 1<sup>st</sup> grade, 2<sup>nd</sup> grade and 3<sup>rd</sup> grade
- Approved purchase of laptops

**PTO Report – Ms. Getty**

Ms. Getty stated that the PTO meeting will be held tomorrow evening. She stated that there will not be a book fair at the high school due to the fact that there is no room. Mr. Kopakowski stated that due to testing space is limited at this time, but they are looking into an area in which to hold the book fair.

**Joint Borough Council/School Board Report – Mr. Miller**

Mr. Miller stated that the next meeting will be held on Wednesday, May 3, 2017 at 7:30 p.m. in the LGI.

**Public Relations/Communications Report – Mr. Miller**

Mr. Miller stated that the website has been cleaned up and they continue to work on a few items that still need to be fixed.

**M. R. Reiter Repurposing Committee Report – Mr. Miller**

Mr. Miller stated that that the Borough has received the funding and we currently waiting for receipt of the check.

***Mr. Miller stated that the following motions will be on the agenda at next week's Business Meeting for approval:***

**ACTION ITEMS:**

**2. Approval of Minutes**

**2.1**     ***A MOTION*** is in order to approve the minutes of the February 15, 2017 Agenda Meeting.

**2.2**     ***A MOTION*** is in order to approve the minutes of the March 15, 2017 Agenda Meeting.

**2.3**     ***A MOTION*** is in order to approve the minutes of the March 22, 2017 Business Meeting.

**3. INFRASTRUCTURE**

**INFORMATIONAL/DISCUSSION ITEMS:**

**Facilities Committee – Mr. Stoneburner**

Mr. Stoneburner stated that the committee met and discussed the following:

- Replacement of air conditioners in the cafeteria (waiting for quotes)
- Waiting for quotes on sidewalk repairs/replacement
- Seal coating and restriping the parking lots
- Purchase of equipment for the facilities department
- Fence for Grandview
- Upgrades of security system
- Scanning of blueprints of School District property/buildings
- New lockers for locker rooms
- PA System improvements

- Recess areas for students at the high school and at Grandview
- A-Field cleanup and planting
- Damaged telephone pole at the A-Field
- Demolition of Capitol View building

The Board members and Mr. Harris discussed the procedures that need to be followed before any school building can be demolished.

**ACTION ITEMS:**

None at this time.

**4. HUMAN RESOURCES**

**INFORMATONAL/DISCUSSION ITEMS:**

**Human Resource Committee – Mr. Gilleo**

Mr. Gilleo stated that the committee met and discussed the following:

- Next year’s structure and a new organizational chart
- Adding a motion to the agenda to approve posting of the position of a 6-12<sup>th</sup> grade Principal
- Adding a motion to post for the position of a 6-12<sup>th</sup> grade Principal

***At next week’s Board meeting Mr. Gilleo stated that the following motions will be on the agenda under the Human Resource Section:***

**ACTION ITEMS:**

**4.1 Approval, Tuition Reimbursement**

***A MOTION*** is in order to approve tuition reimbursement as follows:

<u>Name</u>	<u>Course</u>		<u>College</u>	<u>Credits</u>	<u>Amount</u>
Elizabeth Larcher	History and Systems of Psychology	California S.		3	\$1675
Elizabeth Larcher	Advanced Practicum School Psychology and Supervision	Indiana U of PA		3	\$1984
Wendy Craig	Studio Ceramics	Art of Education		3	\$ 897

**4.2 Approval, Appointment**

***A MOTION*** is in order to approve the appointment of Kara Meshanko as a Paraprofessional (replacing Kelly Dunn), effective April 7, 2017, per MESPA Contract.

**4.3 Approval, Leave of Absence**

**A MOTION** is in order to approve a Leave of Absence for Barbara Henrich, Custodian, beginning April 13, 2017 tentatively returning on May 1, 2017. Return to work documentation must be submitted prior to return.

**4.4 Approval, Contractual Leave**

**A MOTION** is in order to approve a contractual leave for Dave May beginning April 11, 2017 until April 21, 2017.

**4.5 Approval, Contractual Leave**

**A MOTION** is in order to approve a contractual leave for Dan Fox beginning April 4, 2017 until April 12, 2017.

**5. BUSINESS OPERATIONS/FINANCE COMMITTEE**  
**INFORMATIONAL/DISCUSSION ITEMS:**

- **Finance Report (Informational Item)**  
Numbers to be provided in next week's Business Meeting Agenda

***At next week's Board meeting Mr. Perry stated that the following motions will be on the agenda under the Business Operations/Finance Section:***

**ACTION ITEMS:**

**5.1 Approval, Agreement with Keystone Realty Advisors LLC**

**A MOTION** is in order to approve the agreement with Keystone Realty Advisors LLC to provide property tax consulting services on behalf of the Morrisville School District regarding property tax appeals on an as needed basis at a cost not to exceed \$15,000.

**5.2 Approval, Attendance at 2017 PA PBS Implementers' Forum**

**A MOTION** is in order to approve three (3) individuals to attend the 2017 PA PBS Implementers' Forum on May 16<sup>th</sup> and May 17<sup>th</sup>, 2017, at a total cost not to exceed \$1150 (costs includes registration, hotel, mileage and meals for all three attendees).

**5.3 Approval, Network Service Agreement with the Bucks County IU#22 (RWAN)**

**A MOTION** is in order to approve the Network Service Agreement with the Bucks County Intermediate Unit #22, effective September 1, 2017 through June 30, 2024, at a monthly cost not to exceed \$2271.44.

**5.4 Approval, 2017-2018 Bucks County Technical High School Budget**

**A MOTION** is in order to approve the 2017-2018 Bucks County Technical High School Budget in the amount of \$26,998,309 (Morrisville's share \$684,283).

**ROLL CALL VOTE**



**ACTION ITEMS:**

- 6.1 Approval, Revised 2016-17 School Calendar**  
*A MOTION* is in order to approve the revised 2016-17 School Calendar.
- 6.2 Approval, 2017-2018 Program of Studies**  
*A MOTION* is in order to approve the 2017-2018 Program of Studies.

**7. POLICY COMMITTEE**  
**INFORMATIONAL/DISCUSSION ITEMS:**

**Policy Committee Report**

No report.

*At next week's Board meeting Mr. Miller stated that the following motions will be on the agenda under the Policy Section:*

**ACTION ITEMS:**

- 7.1 Approval, Second Reading of Policy #214, Class Rank**  
*A MOTION* is in order to approve the second reading of Policy #214, Class Rank.
- 7.2 Approval, Second Reading of Policy #215, Promotion and Retention**  
*A MOTION* is in order to approve the second reading of Policy #215, Promotion and Retention.
- 7.3 Approval, First Reading of Policy #000, Board Policy/Procedure/Administrative Regulations**  
*A MOTION* is in order to approve the first reading of Policy #000, Board Policy/Procedure/Administrative Regulations.
- 7.4 Approval, First Reading of Policy #001, Name and Classification**  
*A MOTION* is in order to approve the first reading of Policy #001, Name and Classification.
- 7.5 Approval, First Reading of Policy #002, Authority and Power**  
*A MOTION* is in order to approve the first reading of Policy #002, Authority and Power.

- 7.6** **Approval, First Reading of Policy #003, Functions**  
*A MOTION* is in order to approve the first reading of Policy #003, Functions.
- 7.7** **Approval, First Reading of Policy #003 (003-BOG-0), Development of Board Procedures/Policy**  
*A MOTION* is in order to approve the first Reading of Policy #003 (003-BOG-0), Development of Board Procedures/Policy.
- 7.8** **Approval, First Reading of Policy #003 (003-BOG-1), Board Procedure/Policy Development Process**  
*A MOTION* is in order to approve the first Reading of Policy #003 (003-BOG-1), Board Procedure/Policy Development Process.
- 7.9** **Approval, First Reading of Policy #003 (003-BOG-2), Policy Deliberation Questions**  
*A MOTION* is in order to approve the first Reading of Policy #003 (003-BOG-2), Policy Deliberation Questions.
- 7.10** **Approval, First Reading of Policy #003 (003-BOG-3), Exception to Board Policy/Administrative Regulation**  
*A MOTION* is in order to approve the first Reading of Policy #003 (003-BOG-3), Exception to Board Policy/Administrative Regulation.
- 7.11** **Approval, First Reading of Policy #003 (003-BOG-4), Form-Request for Exception to Board Policy**  
*A MOTION* is in order to approve the first Reading of Policy #003 (003-BOG-4), Form-Request for Exception to Board Policy.
- 7.12** **Approval, First Reading of Policy #003 (003-BOG-5), Form-Request for Exception to Administrative Regulation**  
*A MOTION* is in order to approve the first Reading of Policy #003 (003-BOG-5), Form-Request for Exception to Administrative Regulation.
- 7.13** **Approval, First Reading of Policy #004, Membership**  
*A MOTION* is in order to approve the first Reading of Policy #004, Membership.
- 7.14** **Approval, First Reading of Policy #004 (004-BOG-0), Statement of Financial Interest Instructions**  
*A MOTION* is in order to approve the first Reading of Policy #004 (004-BOG-0), Statement of Financial Interest Instructions.
- 7.15** **Approval, First Reading of Policy #004 (004-BOG-0a), Statement of Financial Interest**  
*A MOTION* is in order to approve the first Reading of Policy #004 (004-BOG-0a), Statement of Financial Interest.

- 7.16** **Approval, First Reading of Policy #004 (004-BOG-1), Filling a Board Vacancy**  
*A MOTION* is in order to approve the first Reading of Policy #004 (004-BOG-1), Filling a Board Vacancy.
- 7.17** **Approval, First Reading of Policy #004 (004-BOG-2), Board of School Directors Application Form**  
*A MOTION* is in order to approve the first Reading of Policy #004 (004-BOG-2), Board of School Directors Application Form.
- 7.18** **Approval, First Reading of Policy #004 (004-BOG-3), Reimbursement Form For Expense**  
*A MOTION* is in order to approve the first Reading of Policy #004 (004-BOG-3), Reimbursement Form for Expense.
- 7.19** **Approval, First Reading of Policy #004 (004-BOG-4), Expense Report**  
*A MOTION* is in order to approve the first Reading of Policy #004 (004-BOG-4), Expense Report.
- 7.20** **Approval, First Reading of Policy #004 (004-BOG-5), Student Representative to the School Board**  
*A MOTION* is in order to approve the first Reading of Policy #004 (004-BOG-5), Student Representative to the School Board.
- 7.21** **Approval, First Reading of Policy #004 (004-BOG-6), Application for Student Representative to School Board**  
*A MOTION* is in order to approve the first Reading of Policy #004 (004-BOG-6), Application for Student Representative to School Board.
- 7.22** **Approval, First Reading of Policy #004.1, Student Advisory Members to the Board**  
*A MOTION* is in order to approve the first Reading of Policy #004.1, Student Advisory Members to the Board.
- 7.23** **Approval, First Reading of Policy #005, Organization**  
*A MOTION* is in order to approve the first Reading of Policy #005, Organization.
- 7.24** **Approval, First Reading of Policy #005 (005-BOG-0), Duties of School Board Officers**  
*A MOTION* is in order to approve the first Reading of Policy #005 (005-BOG-0), Duties of School Board Officers.
- 7.25** **Approval, First Reading of Policy #005 (005-BOG-1), Board Standing Committees**  
*A MOTION* is in order to approve the first Reading of Policy #005 (005-BOG-1), Board Standing Committees.

- 7.26 Approval, First Reading of Policy #005 (005-BOG-2), Functions of Board Standing Committees**  
*A MOTION* is in order to approve the first Reading of Policy #005 (005-BOG-2), Functions of Board Standing Committees.
- 7.27 Approval, First Reading of Policy #005 (005-BOG-3), Solicitor Services**  
*A MOTION* is in order to approve the first Reading of Policy #005 (005-BOG-3), Solicitor Services.
- 7.28 Approval, First Reading of Policy #005 (005-BOG-4), Solicitor Letter**  
*A MOTION* is in order to approve the first Reading of Policy #005 (005-BOG-4), Solicitor Letter.
- 7.29 Approval, First Reading of Policy #005 (005-BOG-5), Questionnaire for Prospective District Solicitors**  
*A MOTION* is in order to approve the first Reading of Policy #005 (005-BOG-5), questionnaire for Prospective District Solicitors.
- 7.30 Approval, First Reading of Policy #005 (005-BOG-6), Employment of Consultants**  
*A MOTION* is in order to approve the first Reading of Policy #005 (005-BOG-6), Employment of Consultants.
- 7.31 Approval, First Reading of Policy #005 (005-BOG-7), Questionnaire for Prospective Consultants**  
*A MOTION* is in order to approve the first Reading of Policy #005 (005-BOG-7), Questionnaire for Prospective Consultants.
- 7.32 Approval, First Reading of Policy #006, Meetings**  
*A MOTION* is in order to approve the first Reading of Policy #006, Meetings.
- 7.33 Approval, First Reading of Policy #006 (006-BOG-1), Official Board Minutes**  
*A MOTION* is in order to approve the first Reading of Policy #006 (006-BOG-1), Official Board Minutes.
- 7.34 Approval, First Reading of Policy #006 (006-BOG-2), Abstentions from Voting**  
*A MOTION* is in order to approve the first Reading of Policy #006 (006-BOG-2), Abstentions from Voting.
- 7.35 Approval, First Reading of Policy #006 (006-BOG-3), Abstention for Conflict of Interest**  
*A MOTION* is in order to approve the first Reading of Policy #006 (006-BOG-3), Abstention for Conflict of Interest.
- 7.36 Approval, First Reading of Policy #006 (006-BOG-0), Public Notice of Board Meetings**  
*A MOTION* is in order to approve the first Reading of Policy #006 (006-BOG-0), Public Notice of Board Meetings.

**7.37 Approval, First Reading of Policy #006.1, Attendance at Meetings via Electronic Communication**

**A MOTION** is in order to approve the first Reading of Policy #006.1, Attendance at Meetings via Electronic Communication.

**7.38 Approval, First Reading of Policy #007, Policy Manual Access**

**A MOTION** is in order to approve the first Reading of Policy #007, Policy Manual Access.

**7.39 Approval, First Reading of Policy #011, Board Governance Standards Code of Conduct**

**A MOTION** is in order to approve the first Reading of Policy #011, Board Governance Standards Code of Conduct.

**7.40 Approval, First Reading of Policy #305, Employment of Substitutes**

**A MOTION** is in order to approve the first Reading of Policy #305, Employment of Substitutes.

**7.41 Approval, Deletion of Policies as Recommended by PSBA**

**A MOTION** is in order to delete the following policies, as recommended by PSBA:

***Policy #405, Employment of Substitute Professional Employees***

***Policy #429, Substitute Compensation***

***Policy #505, Employment of Substitutes and Short Term Employees***

***Policy #529, Substitute Compensation***

Mr. Miller stated that we need an ADHOC Committee consisting of at least three Board members along with the Solicitor to go through the policies, especially the ones that pertain to Board procedures, to address anything that may be needed or revised.

**8. OLD BUSINESS**

None at this time.

**9. NEW BUSINESS**

None at this time.

**BUDGET PRESENTATION**

At this time, Mr. Harris, Business Administrator, gave a presentation on the 2017-18 Budget. Following the presentation, a discussion among the Board members took place.

**PUBLIC SESSION #2**

There were no speakers for Public Session #2.

**10. ADJOURNMENT**

Mr. Miller made a motion to adjourn the meeting at 9:00 p.m. This motion was seconded by Ms. Kartal, and passed by a unanimous voice vote of 9 ayes.

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Damon Miller, President

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Wanda Kartal, Secretary