

SCHOOL DISTRICT OF BOROUGH OF MORRISVILLE  
Morrisville, Pennsylvania

MINUTES OF THE MEETING OF BOARD OF SCHOOL DIRECTORS  
**Work Session** – Wednesday, October 17, 2012  
Large Group Instruction Room  
Morrisville Intermediate/Senior High School  
7:30 p.m.

***This meeting was recorded for televising***

The regular monthly agenda meeting of the Morrisville Board of School Directors was held in the LGI Room located in the Morrisville Intermediate/Senior High School, 550 West Palmer Street, Morrisville, Pennsylvania on September 19, 2012, after due notice of the meeting had been given as required by law. Mr. DeWilde, President, called the meeting to order at 7:30 p.m.

**PLEDGE OF ALLEGIANCE**

Mr. DeWilde reminded everyone that we have public session sign up forms on the table and that the first public session will be to discuss items related only to the agenda, and the second public session to be held at the end of the meeting will be to discuss any items which were not covered on the agenda.

**ROLL CALL**

*The following members were present on roll call:*

Messrs. Buckman, DeWilde, Parker, Stoneburner, Miller, and Dingle

*Members absent:* Messrs. Stout and Worob and Ms. Kartal

Mr. DeWilde stated that Ms. Kartal notified the Board that she would be away at a PSBA Conference. Mr. Buckman stated that Mr. Stout is sick.

*Quorum Present:*

Also attending this evening's meeting was Mr. William Ferrara, Superintendent; Mr. Paul DeAngelo, Business Administrator; Mr. Donald Harm, Educational Advisor for Administration; Mr. Tony Gesualdi, Director of Special Education/Pupil Services; Thomas Profy, IV, Esq., Solicitor; media, MEA representatives and members of the community.

# **PUBLIC SESSION #1**

There were no speakers for Public Session #1.

**Student Spotlight – Christine Klockner – Student Art Work**

**Student Representatives to the Board**

**Morrisville Opportunity Education Foundation – MOEF**

**PTO Report**

**Superintendent/Administrator's Reports**

**School District/Borough Committee Reports**

## **INFRASTRUCTURE/FINANCIAL/HUMAN RESOURCES**

### **INFORMATIONAL/DISCUSSION ITEMS:**

### **ACTION ITEMS:**

1. Board action is requested to approve the development of an RFP for monitoring and security.
2. Board action is requested to approve the renewal of the Microsoft ESPA/Campus Bucks County IU Agreement.
3. Board action is requested to approve time and materials for the Intermediate Playground project.

Mr. Miller asked for an explanation of what Item #1 involved. Mr. Ferrara stated that since we have had the cameras at the high school and at Grandview, they have not been functioning properly, so we would like to have the Board investigate the possibility of having someone come in from the outside and service all of our cameras. Mr. DeAngelo stated that the other piece to this is the fire alarm monitoring. Mr. Ferrara stated that we are not 100% happy with the service that we currently have. Mr. Stoneburner asked if this would be an RFP for basically a service contract and monitoring, and Mr. Ferrara stated that it would be. Mr. DeWilde asked if the motion could therefore be reworded to state the fact that the RFP would be for the monitoring and security service contract, and all Board members agreed to this change.

**SPECIAL EDUCATION**

**INFORMATIONAL/DISCUSSION ITEMS:**

**ACTION ITEMS:**

None at this time.

**HUMAN RESOURCES**

**INFORMATIONAL/DISCUSSION ITEMS:**

**ACTION ITEMS:**

1. Board action is requested to approve the following appointments:
  - a. AESOP Substitutes
  - b. 21<sup>st</sup> Century Hires
  - c. School Nurse
  - d. Paraprofessional (Secondary)
  - e. Coaches
    - Co-Ed Varsity Bowling
    - 7<sup>th</sup> & 8<sup>th</sup> Grade Girls Basketball
    - Varsity Boys Basketball
    - Assistant Varsity Boys Basketball
    - Middle School Boys Basketball
    - Varsity Girls Basketball
  - f. Advisors/Directors/Coordinators
    - 12<sup>th</sup> Grade Class Advisor
    - 11<sup>th</sup> Grade Class Advisor
    - 10<sup>th</sup> Grade Class Advisor
    - After School Tech Monitor
    - Elementary Newspaper Advisor
    - Science Materials Coordinator
    - Elementary Coordinator
    - Secondary Band Director
    - Elementary Band Director
    - FBLA Director
    - Drama Director
    - Gym Show Coordinators
    - Secondary Chorus Director
    - Elementary Chorus Director
    - Student Government/Presidential Classroom Advisor
    - Student Government (Middle School)

**HUMAN RESOURCES (continued)**

**INFORMATIONAL/DISCUSSION ITEMS:**

**ACTION ITEMS (continued):**

2. Board action is requested to approve the following resignation:
  - a. Paraprofessional (Secondary)
3. Board action is requested to approve tuition reimbursements.
4. Board action is requested to approve the Confidential Secretary Agreement

Mr. Ferrara stated that the AESOP Substitute service has been a great service for us. He stated that one of the issues is that we have approximately 135 employees. After ten days of substituting in our District (not consecutive days), they become our employees, therefore, we have to do payroll taxes, PSERS, etc. and all paperwork is done by our payroll department. Mr. Ferrara stated that we had the opportunity to sit down with a firm (STS), which uses AESOP, who would actually handle all of the subs as their employees. He stated that we currently pay \$94 a day for a substitute through AESOP, and obviously, we would be paying more than \$94 to use STS (approximately \$120 per day per substitute). Mr. Ferrara stated that Mr. DeAngelo is currently doing a cost study analysis to show that we would still be saving money in the long run by using STS. After the cost study analysis is done, the administration will be bringing a motion to the Board to use STS and would hopefully like to begin working with them in January 2013. Mr. Miller asked how the pay scale works for the substitutes. Mr. Ferrara stated that if a substitute works 15 consecutive days they are paid at the daily rate, then on the 16<sup>th</sup> day they are placed on the teacher pay scale. If they work more than 10 days in an entire school year, we then have to do the required payroll paperwork (taxes, PSERS, etc.). Mr. Miller asked how it would work with STS when a teacher calls out sick. Mr. Harm stated that we would still be working with AESOP and the teachers would call into their system when they are going to be absent as they do now. Mr. Harm stated that a couple other districts are using the services of STS and it has been a cost savings to those districts.

Mr. Ferrara stated that they were notified on Monday that our Choral Director has resigned. He stated that the Choral Director thanked the Board and the administration for the opportunity to work with our students, but right now he cannot commit the time as Choral Director. Mr. Ferrara stated that we will post this position and continue to get more students involved in Chorus. Mr. Ferrara stated that this resignation will be added to the agenda for next week's meeting.

Mr. Miller stated that he feels that one of the issues that we have always faced with the Choral Program is that it takes place in the evening. Mr. Ferrara stated that he wants to speak with Ms. Darletta Berry-Johnson to see if she knows of anyone internally that may be interested.

## FINANCIAL/BUSINESS

### INFORMATIONAL/DISCUSSION ITEMS:

#### ACTION ITEMS:

1. Board action is requested to approve the 2013-14 Budget Calendar.
2. Board action is requested to approve the Annual Financial Report (AFR) for 2011-12.
3. Board action is requested to approve a new bank effective January 1, 2013.
4. Board action is requested to appoint a Solicitor for 2013.
5. Board action is requested to approve the development of an RFP for the Architect of Record.
6. Board action is requested to approve the agreement with STS for Substitute Teachers.
7. Board action is requested to approve the development of an RFP for the Food Service Bid for 2013-14.
8. Board action is requested to approve the Act 80 Process.
9. Board action is requested to approve Budget Transfers for 2011-12/2012-13.
10. Board action is requested to approve the Treasurer's Report.
11. Board action is requested to approve the Investment Report.
12. Board action is requested to approve Payment of Bills.

Mr. Miller questioned Item #6 and asked if it is too early to approve this item. Mr. Ferrara stated that if Mr. DeAngelo has the cost study analysis completed and ready to give this information to the Board in their Friday packet, the administration would like to have this motion approved at the next meeting, so that it can be a seasoned transition in January.

Mr. Miller discussed Item #3, and asked if there is a reason for a new bank. Mr. DeAngelo stated that it is a requirement of Act 72.

Mr. DeWilde stated that what we are doing tonight is reestablishing current committees and new committees. Mr. DeWilde read the following committees and their members as they stand at this time.

Human Resource Committee – Mr. Parker and Mr. DeWilde

Education Committee – Mr. Buckman

Public Relations Committee – Mr. Miller and Mr. DeWilde

Facilities Committee – Mr. Parker, Mr. Stout and Mr. Stoneburner

Finance Committee – Mr. Stoneburner, Mr. Miller and Mr. Buckman

Borough Council Committee – Mr. DeWilde, Mr. Miller and Ms. Kartal

PSBA Committee – Mr. Buckman

IU Committee – Mr. Parker

Tech School Representative – Ms. Kartal (backed up by Mr. Buckman)

Mr. DeWilde stated as Mr. Miller had requested, for the Education Committee, we need to examine as a Board within the next few years, the future of our educational opportunities within Morrisville.

Mr. DeWilde asked if everyone is satisfied with their current committee positions. Mr. Buckman stated that he needs to have more people on the Education Committee. Mr. Miller and Mr. Dingle stated that they would like to be on the Education Committee. Mr. DeWilde stated that he received a suggestion to have only three individuals on this committee, but he

did ask if there are any other Board members who would be interested. Mr. Dingle stated that he would like to be on the Public Relations Committee and Human Resource Committee.

Mr. Ferrara stated that each committee needs to have a leader who would then, at each Board meeting under their section of the agenda, take over that part of the meeting to go over the items in that section. Mr. DeWilde asked the Board for their view on this procedure. Mr. Miller stated that he would be willing, at future Board meetings, to go through the Education section and, as Treasurer of the Board, he will go through the Finance Section of the Board agenda, and also the PR Section of the Board agenda. Mr. DeWilde stated that they would follow this procedure at future meetings if everyone was in agreement. Mr. Miller described how the PR has been working and will work in the future. Mr. Stoneburner stated that he would be reviewing at the Board meetings the Facilities section of the Board agenda. Mr. Miller asked if an additional person should be added to the PSBA Committee. Mr. Dingle stated that he would be willing to be a backup person for the PSBA Committee. Mr. DeWilde stated that he would be discussing the Human Resource section of the agenda at the Board meetings.

Mr. Buckman stated that he has information to give to the Board this evening regarding PSBA.

**EDUCATION COMMITTEE**  
**INFORMATIONAL/DISCUSSION ITEMS:**

- Discussion – Class Size

Mr. Ferrara stated that there was some discussion at earlier Board meetings regarding this issue. He stated that he took the liberty to contact several districts in the area to see if they have a class size policy or guidelines. Mr. Ferrara stated that this information has been shared with the Board members in their last two Friday packets. Mr. Ferrara stated that the administration would like to know which direction the Board would like to take in this matter. He asked if they would like to establish guidelines or pass a Board policy regarding class sizes. Mr. Ferrara stated that in the Friday letter, he identified Centennial and Bristol Township as having class size policies, and he supplied these policies to the Board members in their packets. Mr. Ferrara stated that if the Board would like to have a class size policy, it would need to be presented to the Policy Committee, and could then be ready for the 1<sup>st</sup> reading at the November Board meeting. He stated that if the Board wishes to establish guidelines for class sizes, it would not require Board action. Mr. Ferrara also stated that the Board could keep the current class size policy, which is at the Superintendent's discretion. Mr. Ferrara cautioned the Board stating that if we do have a class size policy, we would have to adhere to that policy. Mr. Ferrara stated, for example, if the secondary class size limit would be 25, and we have an Algebra I class of 27, we would have to make a decision on how we are going to address that situation. Mr. Ferrara referred to the guidelines used by several districts in the area, stating that these guidelines give the administration the ability to make decisions regarding class sizes. He stated that the administration has no preference one way or the other; they are just looking for direction from the Board on what they would like to do.

Mr. Buckman asked for a copy of the policy that we currently have. He stated that he believes that the reason we switched from a policy to the guidelines was because it was better for the administration to make those decisions in conjunction with the teachers and the union so they could be flexible. Mr. Buckman stated that he feels that the guidelines are better because it does allow us to be flexible. Mr. Buckman stated that he understands why some people are concerned because they feel that some of our class sizes are too large, but 4 or 5 years ago, we had 10 students in a classroom, and that was the exception the other way. He stated that he does not want to see overcrowded classrooms, but he also does not want the teachers to feel like they are being forced to take paraeducators if they don't really want them. Mr. Buckman stated that if the teacher feels that they can handle the class, and if the union and everyone agree then nothing should be done. On the other hand, if they can't handle the class, that would be where the administration would make a decision.

Mr. DeWilde stated that he is never against hiring teachers if they are needed, but he feels that we have experienced teachers and experienced administration, and if they can make recommendations to make something work, he is willing to work with that.

Mr. Miller stated that he feels that flexibility is important, but it also extends to what class we are talking about. He stated that certain classes are limited due to materials, space, etc.

Mr. Dingle discussed having a policy where it would be in writing that no class shall exceed X and no class shall be below Y, and asked if there could be trigger points in the policy so that when a situation presents itself, certain actions would be taken. Mr. Dingle stated that then the public and the Board are made aware, and we are not held to the strictness of a policy and have flexibility. Mr. Ferrara stated that there are certain things that could be placed in a policy and asked if the Board does decide to create a class size policy, if it could have flexibility, and asked that this be discussed further and presented at the October or November Board. Mr. Dingle stated that a policy could be written stating that when a class size reaches a certain number, certain things must take place. Mr. Ferrara asked the Board to visit Centennial's website to look at their class size policy. Mr. Ferrara stated that their policy states that when a class size reaches a certain number, a paraprofessional will be placed in the classroom and we could have similar wording in our policy. Mr. Ferrara also stated that our policy could have grammar relating to academic core subjects and their class size numbers, and he gave examples of other classes and grammar that could relate to those class sizes.

Mr. Miller stated that it seems that we are focusing on the class sizes at the secondary level, and we need to also take into consideration the class sizes at the elementary level.

Mr. Stoneburner stated that we also need to look at minimum size class numbers and asked if we have a guideline or policy relating to this. Mr. Ferrara stated that there is an unwritten rule stating that a class needs to operate with a minimum of 12 to 15 students. Mr. Ferrara stated that we haven't really enforced that rule. Mr. Ferrara stated that our system of scheduling puts us more in line with the districts around us.

## **EDUCATION COMMITTEE (continued)**

### **ACTION ITEMS:**

None at this time.

## **POLICY COMMITTEE**

### **INFORMATIONAL/DISCUSSION ITEMS:**

#### **ACTION ITEMS:**

1. Board action is requested to approve the 2<sup>nd</sup> Reading of Policy 008.

## **OLD BUSINESS**

- Alio Intelligence

Mr. DeAngelo stated that his goal is to release the Alio Intelligence by November 1<sup>st</sup>.

## **NEW BUSINESS**

### **Discussion**

- Business Office Reorganization
- Basketball Courts at Grandview

### **Action Items**

1. Board action is requested to approve MESPA ERIP.

Mr. DeAngelo stated that several items came up after the agenda was printed, one being the approval of excess items and the other is the ratification of the contract with Provident Energy for Exelon Electricity for 2013-14 and 2014-15 @ .04925 per UFE. Mr. DeAngelo asked that these items be added to the agenda for next week's meeting.

Mr. Buckman discussed information sent to him from the PSBA. Mr. Buckman stated that when a policy is changed or needs to be changed on a state-wide basis, we get an alert from PSBA which saves us every time from going to our solicitor by using their guidelines.

# **PUBLIC SESSION #2**

## **Jon Perry – 43 Fairview Avenue**

Mr. Perry stated that now that the teacher's contract is resolved, he suggested that at next week's business meeting a review of the contract could be presented, such as an overview of the highlights of the contract. Mr. Perry stated that he is curious as to the costs of the three year contract and how it looks financially in terms of salaries and benefits.



**ADJOURNMENT**

Mr. DeWilde made a motion to adjourn the meeting at 8:47 p.m. This motion was seconded by Mr. Miller, and passed by a unanimous voice vote.

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John DeWilde, President

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Wanda Kartal, Secretary