

SCHOOL DISTRICT OF BOROUGH OF MORRISVILLE
Morrisville, Pennsylvania

MINUTES OF THE MEETING OF BOARD OF SCHOOL DIRECTORS
Work Session—Wednesday, April 20, 2016
Large Group Instruction Room
Morrisville Intermediate/Senior High School

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 April 20, 2016, after due notice of the meeting had been given as required by law. Mr. Miller, President, called the meeting to order at 7:35 p.m.

PLEDGE OF ALLEGIANCE

Mr. Miller made a motion to appoint Michael Braun as the Recording Secretary for tonight's meeting. This motion was seconded by Ms. Getty, and passed by a unanimous voice vote of 7 ayes.

The following members were present:

Messrs. Gilleo, Perry, Stoneburner, Dingle, Miller and Ms. Getty and Ms. Grau

Members absent: Mr. Colon and Ms. Kartal

Mr. Miller stated that Ms. Kartal and Mr. Colon had notified him that they would not be able to attend this evening's meeting.

Quorum Present:

Also attending this evening's meeting was Mr. Michael Kopakowski, Superintendent; Mr. Michael Braun, Business Administrator; Ms. Felicity Hanks, Esq.; media, MEA representatives and members of the community.

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

Student Spotlight

Bucks County Community College – School Youth Program

Christine Harvie, Laurie Loeffler, and Eunice Rush-Day will be doing a presentation on the 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

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 17, 2016 Agenda Meeting.
 - 2.2** ***A MOTION*** is in order to approve the minutes of the February 24, 2016 Business Meeting.
 - 2.3** ***A MOTION*** is in order to approve the minutes of the March 16, 2016 Agenda Meeting.
 - 2.4** ***A MOTION*** is in order to approve the minutes of the March 23, 2016 Business Meeting.

PUBLIC SESSION #1 (Agenda Items Only)

There were no speakers for Public Session #1.

3. INFRASTRUCTURE **INFORMATIONAL/DISCUSSION ITEMS:**

Facilities Committee – Mr. Gilleo

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

- Progress with Grandview Gardens
- Removal of trash from Manor Park
- Repair of back patio at the Intermediate School
- Drain repair in back parking lot at the High School
- Replacement of heat valve in the upper weight room
- Paperwork completed for snow removal reimbursement
- Recycling of old computers
- Ways to reduce noise in cafeteria
- Need and proposal from Pro Line for a new sound system in the auditorium

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

ACTION ITEMS:

3.1 Morrisville School District Configuration of Schools

A MOTION is in order to approve the following changes to the configuration of the schools in the Morrisville School District and to authorize the Superintendent to take steps to submit the reconfiguration to PDE in the time and manner required:

FROM Grandview Elementary School Grades Pre-K to 3	TO Grades K-2
FROM Morrisville Intermediate School Grades 4-8	TO Grades 3-5
FROM Morrisville Jr/Sr High School Grades 9-12	TO Grades 6-12

3.2 Approval, Magic Cottage Lease Agreement

A MOTION is in order to approve the Lease Agreement with Magic Cottage with monthly rent of \$(to be determined), and for the term of (to be determined), subject to Solicitor review.

3.3 Approval, Pro Line Music Proposed Quote for New Sound System for the Auditorium

A MOTION is in order to approve the purchase and installation of a new sound system for the high school auditorium by Pro Line Music at a cost not to exceed \$3000.

LIASION REPORTS

Morrisville Opportunity Education Foundation/MOEF Report – Ms. Grau

Ms. Grau stated that a meeting was held this evening at which time they discussed the following:

- Kindergarten trip to Snipes was approved
- Two EITC projects were approved (Raptor Project and Physics in the Real World)
- MOEF is always looking for donations
- Brochure listing events that MOEF is involved in what MOEF is all about
- The next meeting will be held on May 18th at 5:30 p.m.

PTO Report – Ms. Getty

- Barnes and Noble Night is scheduled for April 28th. Pre-K through 12 grade has been invited. There will be a jazz band playing, cupcake decorating and a Frappuccino contest. Teachers will be reading to the students every 15 minutes, and the teachers that have the most students attend will receive a \$25 gift certificate to Barnes and Noble.
- The Book Fair is scheduled from May 5th through May 26th.
- Teacher Appreciation Week is scheduled the week of May 2nd. Breakfast will be provided for the teachers on May 2nd and lunch on May 4th.
- Field Day plans are in full swing. Equipment will be provided by the schools, PTO will be purchasing miscellaneous items, and approximately 23 high school students will be assisting that day. Volunteer forms are coming in and a list is being put together of all clearances.
- PTO invited all organizations in Morrisville to contact them. They would like to have a general meeting to discuss fundraisers. They can be contacted at arinkforyou@gmail.com.

Joint Borough Council/School Board Report – Mr. Miller

Mr. Miller stated that the next meeting will be held on May 4th at 7:30 p.m. in the LGI.

Public Relations/Communications Report – Mr. Miller

Mr. Miller stated that the committee met on the first Wednesday of the month as they usually do at 7:00 p.m. At this meeting they discussed the following:

- Looking to find what they can do to start the year off right by getting a letter out to the parents in regards to the different policies and procedures (drop off, pick up, attendance, lateness, cell phone, etc.)
- Things brought up by community (tour for new students, students transferring from Grandview to Intermediate School, Intermediate School to 6th grade, etc.)
- Finding ways to get students involved within the school

- Re-registration
- Morning/afternoon announcements possibly being scrolled on the TV's in the cafeteria and/or being placed on the bulletin boards
- The next meeting will be held on May 4th at 7:00 p.m. in the LGI

Bucks County Intermediate Unit Report – Ms. Kartal

Ms. Kartal was not in attendance this evening; therefore there was no report.

PSBA/Legislative Report – Ms. Kartal

Ms. Kartal was not in attendance this evening; therefore there was no report.

M. R. Reiter Repurposing Report – Mr. Miller

Mr. Miller stated that we are waiting for our colleagues on Borough Council to find out if any funding has come through.

4. HUMAN RESOURCES

INFORMATONAL/DISCUSSION ITEMS:

Human Resource Committee – Mr. Miller

Mr. Miller stated that the Human Resource Committee has been meeting regarding negotiations with our Support Staff. They are also looking at administrative changes, if possible, as well as any other items that come about regarding HR.

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

ACTION ITEMS:

4.1 Approval, Appointments

4.1.a 2016-17 Varsity Cheerleading Coach

A MOTION is in order to approve the appointment of Dawn Sherlock-Harris as the Varsity Cheerleading Coach for the 2016-17 school year, pending verification of all clearances and required paperwork, at a stipend of \$2,400.

4.1.b Summer Work Crew

A MOTION is in order to approve the appointment of a Summer Work Crew, pending verification of all clearances and required paperwork, at the rate of \$7.25 per hour as follows:

5 Regular Workers

2 Substitute Workers

4.1.c Summer Work Crew Supervisor

A MOTION is in order to approve Kevin Jones as the Summer Work Crew Supervisor at the rate of \$12.00 per hour.

4.1.d Long-Term Substitutes

A MOTION is in order to approve Catherine Leather as a long-term substitute teacher (filling in for Amy Giblin), per MEA Contract, effective April 4, 2016.

4.1.e **A MOTION** is in order to approve Adrianna Morris as a long-term substitute teacher (filling in for Elizabeth Glaum-Lathbury), per MEA Contract, pending verification of all clearances and required paperwork, effective April 18, 2016.

4.1.f **A MOTION** is in order to approve Kara Pachnieski as a long-term substitute teacher (filling in for Megan Mason), per MEA Contract, effective August 30, 2016 through January 27, 2017.

4.2 Approval, Extension of Contractual Leave/FMLA

A MOTION is in order to approve an extension of a contractual leave/FMLA for Megan Mason through the first semester of the 2016-17 school year, per MEA Contract.

4.3 Approval, Tuition Reimbursement

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

Name	Course	College	Credits	Amount
Elizabeth Larcher	Doctoral Seminar in Advanced Educational Research	Indiana U of PA	3	\$1707
Elizabeth Larcher	Neuropsychology of Children's Learning Disorders	Indiana U of PA	3	\$1707
Elizabeth Larcher	Family Services for School Related Problems for SN Children	Indiana U of PA	3	\$1707
Elizabeth Larcher	Educational and Psychopharmacological Issues with Child Neuropsychology	Indiana U of PA	3	\$1707
Traci Coley	Internship in Special Education, Section 2	Penn State	3	\$2501
Michelle Argenti	Social, Behavioral and Cultural Factors in Cultural Health	Grand Canyon U	4	\$1604
Michelle Argenti	Epidemiology	Grand Canyon U	4	\$1604

4.4 Approval, Extended School Year (Summer Program)

A MOTION is in order to approve an ESY Program in the Morrisville School district for the summer of 2016 at the cost of \$6,700.

In lieu of sending ten (10) students to IU/Neighboring District placements for Extended School Year for the total cost of \$35,000-\$40,000. The District will operate its' own program at Morrisville High School for a total cost of \$6,700 (includes 1 Teacher, 1 Paraprofessional, Transportation and light snacks).

4.5 Approval, Nurse Intern

A MOTION is in order to approve Mindy Grenade as a Nurse Intern for a total of 64 hours to meet the requirements of her internship, effective April 28, 2016, pending verification of all clearances and required paperwork. There will be no cost to the District.

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

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

Finance Committee – Mr. Perry

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

- Preliminary Budget and changes, reductions, funding allocations, etc.
- Final 2016-17 Budget approval and adoption deadline
- The next meeting will be held on May 11th

Mr. Miller stated that a special meeting will be held on May 18th after the Agenda Meeting to vote on the proposed final budget. This will allow us the 30 days to have the proposed final budget advertised and posted, and then be able to vote on the final budget on June 22, 2016 at the regular board meeting. Mr. Braun stated that he has updated the figures and will be getting it in the format for the 2028, which is the format that PDE is looking for. Mr. Braun will be providing the Board members with a list of any changes made to the budget. Mr. Miller reminded everyone that even though the proposed final budget will be approved and posted on May 18, 2016, it is still a working document and it can be changed.

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, Transportation Contract with First Student

A MOTION is in order to approve the Transportation Contract with First Student for the 2016-17 school year, with no increase of costs (same prices as 15-16 school year).

Shuttle Run (Morning/Afternoon/Early Dismissal) \$270/daily rate per vehicle

Bucks County Technical High School Run \$22,320/year

Class Trips/Bus Rentals \$65/per hour

5.2 Approval, Procedures Report for Tax Collector Records from BBD

A MOTION is in order to approve the Procedures Report from BBD regarding the records of the tax collector for the Borough of Morrisville for the year ended June 30, 2015 as presented.

5.3 Approval, Renewal of United Concordia ASO Dental Contract

A MOTION is in order to approve the renewal of the Administrative Services Only (ASO) Dental Contract with United Concordia for the policy period of July 1, 2016 through June 30, 2017.

Current ASO Fee: \$2.90

Renewal ASO Fee: \$2.90

5.4 Approval, 2016-17 Agreement between Bucks County Intermediate Unit #22 and the Morrisville School District

A MOTION is in order to approve the 2016-17 Agreement between the Bucks County Intermediate Unit #22 and the Morrisville School District which contracts Sweet, Stevens, Katz & Williams to provide technology counsel and legal services.

5.5 Approval, Proline Music Contract for 2016-17

A MOTION is in order to approve the contract with Proline Music for the 2016-17 school year in the amount of \$26,500.

5.6 **Approval, Notice of Proposed Final Budget and Special Meeting**

A MOTION is in order to approve the following notice to be advertised:

NOTICE is hereby given that the Board of School Directors (“Board”) of the School District of the Borough of Morrisville, County of Bucks, Pennsylvania (“School District”), will hold a special meeting which begins immediately following the regularly scheduled Board meeting at 7:30 p.m. on May 25, 2016, in the LGI Meeting Room of the Intermediate/Senior High School, 550 West Palmer Street, Morrisville, Pennsylvania 19067, for the purposes of presenting for and considering the adoption of a proposed final budget of the School District for the 2016-2017 fiscal year (“Proposed Final Budget”) and such other business as may properly come before the Board. [The Proposed Final Budget in its most recent form is available for public inspection at the School District offices at 550 West Palmer Street, Morrisville, Pennsylvania 19067.] This notice is provided in accordance with the Pennsylvania Sunshine Act, 65 Pa. C.S. § 701, et. seq.

Please note: Information will be available on our web site www.mv.org

5.7 **Approval, Notice of Proposed Final Budget**

A MOTION is in order to approve the following notice to be advertised:

NOTICE is hereby given that the Proposed Final Budget for the General Fund of the School District or the Borough of Morrisville (“School District”) for the 2016-2017 fiscal year in its most recent form is available for public inspection at the School District offices, 550 West Palmer Street, Morrisville, Pennsylvania 19067, and will be presented for adoption as a Final Budget at a school board meeting to be held in the LGI Meeting Room of the Intermediate/Senior High School, 550 West Palmer Street, Morrisville, Pennsylvania 19067 at 7:30 p.m. on June 22, 2016. The budget may be amended before final adoption. This notice is provided in accordance with the Pennsylvania Public School Code, 24 P.S. § 1-101, et. seq.

Please note: Information is available on our web site “www.mv.org”

5.8 **Approval, Disposal of Excess Items**

A MOTION is in order to approve the disposal of excess items as presented.

Mr. Miller suggested that a “cost not exceed figure” be added to this motion. Mr. Braun stated that he will get back to the Board with any costs involved with the disposal of the excess items presented.

5.9 Approval, Establishment of Scholarship Account at PNC Bank

A MOTION is in order to approve the establishment of one (1) combined Scholarship Account at PNC Bank.

At this time, we have many Scholarship Accounts at PNC and are being charged monthly fees on each account. Having one account for all Scholarships will save each of these individual accounts from being charged these monthly fees.

5.10 Approval, Treasurer's Report

A MOTION is in order to approve the Treasurer's Report.

5.11 Approval, Investment Report

A MOTION is in order to approve the Investment Report.

5.12 Approval, Payment of Bills

A MOTION is in order to approve payments of bills as listed below, subject to final audit by the Business Administrator:

(Numbers to be provided in next week's Business Meeting Agenda)

6. EDUCATION COMMITTEE
INFORMATIONAL/DISCUSSION ITEMS:

Education Committee – Mr. Miller

Mr. Miller stated that Education Committee did not meet. The meeting was cancelled due to an HR meeting. The next meeting is scheduled for May 5th (first Thursday of the month) at 7:00 p.m. in the LGI.

ACTION ITEMS:

None at this time.

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 Policy 207, Confidential Communications of Students

A MOTION is in order to approve the second reading of Policy #207, Confidential Communications of Students.

7.2 Approval, Second Reading Policy 208, Withdrawal from School

A MOTION is in order to approve the second reading of Policy #208, Withdrawal from School.

7.3 Approval, Second Reading Policy 209, Health Examinations Screenings

A MOTION is in order to approve the second reading of Policy #209, Health Examinations Screenings.

7.4 Approval, Second Reading Policy 209.2, Latex Allergy Management

A MOTION is in order to approve the second reading of Policy #209.2, Latex Allergy Management.

7.5 Approval, First Reading Policy 823, Naloxone

A MOTION is in order to approve the first reading of Policy #823, Naloxone.

7.6 Approval, First Reading Policy 819, Suicide Awareness, Prevention and Response

A MOTION is in order to approve the first reading of Policy #819, Suicide Awareness, Prevention and Response.

8. OLD BUSINESS

None at this time.

9. NEW BUSINESS

Mr. Gilleo stated that the Bucks County Technical High School will be voting this Monday on their budget. The budget is then forwarded to the sending schools for approval. Mr. Gilleo suggested that a motion be added to agenda to agenda for approval of the Tech Budget. Mr. Miller stated that a motion will be added to the agenda for next week's meeting.

Mr. Miller stated that since we are now getting more solid numbers in regards to our budget in what we will be receiving from the State, hopefully at the May meeting we may be able to have some discussion regarding increasing programs, etc.

Mr. Miller would like a motion added to the agenda ratifying the finalized contract with the MEA.

PUBLIC SESSION #2

There were no speakers for Public Session #2.

Mr. Miller stated that there will be a brief Executive Session following tonight's Agenda Meeting regarding litigation, real estate, and HR.

10. ADJOURNMENT

Mr. Miller made a motion to adjourn the meeting at 8:20 p.m. The motion was seconded by Mr. Gilleo, and passed by a unanimous voice vote of 7 ayes.

Damon Miller, President

Wanda Kartal, Secretary

