

SCHOOL DISTRICT OF BOROUGH OF MORRISVILLE
Morrisville, Pennsylvania

MINUTES OF THE MEETING OF BOARD OF SCHOOL DIRECTORS
Work Session—Wednesday, January 18, 2017
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 January 18, 2017, after due notice of the 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 Jason Harris as the Recording Secretary for tonight's meeting. This motion was seconded by Mr. Gilleo, and passed by a unanimous voice vote of 7 ayes.

The following members were present:

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

Members absent: Ms. Getty and Ms. Kartal

Quorum Present:

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

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

Mr. Miller stated that no Executive Session was held prior to this evening's meeting, but there will be a brief Executive Session following tonight's Agenda Meeting to distribute information and to clarify some steps moving forward regarding personnel.

Student Spotlight is normally done at the Business Meetings, but due to a mix up, the Student Spotlight was done at tonight's Agenda Meeting.

Student Spotlight

Dr. Michael Scott – Student Leadership

Dr. Scott stated that a group of our students recently attended the Delaware Valley Consortium for Excellence and Equity Student Leadership Conference held at the University of Pennsylvania. He stated that Mr. Kelman took a group of middle school students, and Dr. Scott took a group of high school students. There were several of our students present at tonight's meeting who attended the Conference, and they discussed what impressed them most and what they learned.

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

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

At this time, Mr. Carl Hogan, BBD, LLP, gave a presentation regarding the 2015-16 Financial Audit Report for the Morrisville School District. Mr. Hogan asked any Board members that may have questions to either email him or Mr. Harris.

PUBLIC SESSION #1 (Agenda Items Only)

There were no speakers for Public Session #1.

Mr. Miller stated that next week's agenda will be handled a little differently as requested by Mr. Harris. Two of the motions be moved up to be voted on, since many of the other motions hinder upon those motions being approved.

LIASION REPORTS

Morrisville Opportunity Education Foundation/MOEF Report – Ms. Grau

Ms. Grau stated that MOEF met this evening and they discussed the following:

- \$1,033 was earned at the Winterfest
- Still looking into getting some programs that have been approved for payment and moving them into EITC Programs
- The next meeting will be held on February 15th at 5:30 p.m.

PTO Report – Ms. Getty

Ms. Getty was not in attendance; therefore, there was no report.

Joint Borough Council/School Board Report – Mr. Miller

Mr. Miller stated that next meeting will be held on the first Wednesday in February at 7:30 p.m. in the LGI.

Public Relations/Communications Report – Mr. Miller

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

- Cleaning up the website updating information, deleting old information, and streamlining it making it more user friendly.

Bucks County Intermediate Unit Report – Ms. Kartal

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

PSBA/Legislative Report – Ms. Kartal

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

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

Mr. Miller stated that we are still waiting on the status of funding. Mr. Miller stated that we need to add a motion to the agenda next week to approve an extension of the closing date for the Agreement with Morrisville Borough for the sale of the M. R. Reiter property.

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 October 26, 2016 Business Meeting.

2.2 **A MOTION** is in order to approve the minutes of the November 9, 2016 Agenda Meeting.

2.3 **A MOTION** is in order to approve the minutes of the November 16, 2016 Business Meeting.

2.4 **A MOTION** is in order to approve the minutes of the December 5, 2016 Re-organization Meeting.

2.5 **A MOTION** is in order to approve the minutes of the December 5, 2016 Agenda Meeting.

2.6 **A MOTION** is in order to approve the minutes of the December 14, 2016 Business Meeting.

3. INFRASTRUCTURE

INFORMATIONAL/DISCUSSION ITEMS:

Facilities Committee – Mr. Stoneburner

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

- Planning for projects to be done in the upcoming year
- Update on M. R. Reiter
- Discussed plans for a new facility building, which would include parking area for vans
- Facility planning for students
- Discussed proposal from Schrader Group
- Equipment
- Seal coating the parking lots
- Concreate work needed to be done
- Parking lot lights
- Access control system
- Intercom and Public Address Equipment
- The next meeting will be held on February 8th at 7:30 p.m. in the LGI

Mr. Harris discussed the problems we are encountering with our current intercom system and the proposal from Security and Data Technologies, Inc.

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

ACTION ITEMS:

3.1 Approval, Purchase of Intercom and Public Address Equipment

A MOTION is in order to approve the purchase of Intercom and Public Address equipment from Security and Data Technologies, Inc. (SDT), at an amount not to exceed \$179,405, to be paid for out of Capital Reserve, pending Solicitor review.

3.2 Approval, Access Control System

A MOTION is in order to approve the purchase of an Access Control System from _____, to address the electronic door issues, at a cost not to exceed _____.

4. HUMAN RESOURCES

INFORMATONAL/DISCUSSION ITEMS:

Human Resource Committee – Mr. Miller

Mr. Miller stated that there is no report at this time, but due to the upcoming changes that will be taking place in our Administration, he felt it would be beneficial to have the HR Committee convene to review the upcoming administration structure, as well as some of the other possibilities we have to discuss regarding staffing. Mr. Miller, Ms. Grau and Mr. Gilleo will be on the HR Committee.

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, Job Descriptions for Middle School Guidance Counselor (Grades 6-8) and Secondary Guidance Counselor (Grades 9-12)

A MOTION is in order to approve the following job descriptions:

- Middle School Guidance Counselor (Grades 6-8)
- Secondary Guidance Counselor (Grades 9-12)

4.2 Approval, Paraprofessional, Paraprofessional/PCA, and Non-Instructional Paraprofessional Job Descriptions

A MOTION is in order to approve the job description(s) for a Paraprofessional, Paraprofessional/PCA, and Non-Instructional Paraprofessional.

4.3 Approval, Leave of Absence

A MOTION is in order to approve a leave of absence for Ana Ramirez, per MESPA Contract, beginning January 3, 2017 through January 16, 2017.

4.4 Approval, Appointments

A MOTION is in order to approve the appointment of the following individuals as Spring Coaches at the stipends listed below:

Kelly Mott	Varsity Softball Head Coach	\$3200
Amanda Snyder	Varsity Softball Asst. Coach	\$2100
Julie Habel	Intermediate School Softball Coach	\$2300
Jason Bresnen	Varsity Baseball Asst. Coach	\$2100

4.5 Approval, Resignation

A MOTION is in order to approve and accept the resignation of Steven Walsh as a Paraprofessional/PCA, effective January 18, 2017.

4.6 Approval, Appointment

A MOTION is in order to approve the appointment of _____ (replacing Steven Walsh) as a Paraprofessional/PCA, per MESPA Contract, effective _____.

4.7 Approval, Retirement/Resignation

A MOTION is in order to approve and accept, with regret, the retirement/resignation of Michael Kopakowski, Superintendent, effective June 30, 2017.

4.8 Approval, Appointment Extra-Curricular Position

At the May 2016 Board Meeting Michelle Riley was approved for the 7th Grade Coordinator position for the 2016-17 school year at a stipend of \$1500. At the November 2016 Board Meeting a motion was approved for her resignation from this position, effective the last day of the 2nd marking period. Her stipend will be adjusted to the amount of \$750 (half of the year). Therefore:

A MOTION is in order to approve the appointment of John Ericksson as the 7th Grade Coordinator, per MEA Contract, for the second half of the 2016-17 school year at a stipend of \$750.

4.9 Approval, Appointment Middle School Guidance Counselor

A MOTION is in order to approve the appointment of _____ as Middle School Guidance Counselor, per MEA Contract, effective January 26, 2017, pending verification of clearances and required paperwork.

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 last evening and discussed the following:

- Reviewed financial statements for year ending June 30, 2016
- Reviewed agreed upon procedures for the Tax Collector for year ending June 30, 2016
- Discussed projected/requested projects from the Facilities Committee and how these projects will be funded
- Enrollment projections and building space in the coming years

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, 2015-16 Financial Audit Report from BBD, LLP**
A MOTION is in order to accept and approve the 2015-16 Financial Audit Report from BBD, LLP.
- 5.2** **Approval, Reallocation of Funds**
A MOTION is in order to approve the reallocation of funds in the amount of \$600,000 from the Fund Balance to the Capital Reserve Account for future infrastructure upgrades and repairs.
- 5.3** **Approval, Acceptance of Donation**
A MOTION is in order to approve and accept a donation of books for 2nd and 3rd graders from the Morrisville Rotary Club.
- 5.4** **Approval, Treasurer's Report**
A MOTION is in order to approve the Treasurer's Report.
- 5.5** **Approval, Investment Report**
A MOTION is in order to approve the Investment Report.

5.6 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)

5.7 Approval, Disposal of Excess Items

A MOTION is in order approve for the disposal of excess items as listed below:

- 169 Cafeteria Trays

6. EDUCATION COMMITTEE
INFORMATIONAL/DISCUSSION ITEMS:

Education Committee – Mr. Miller

Mr. Miller stated that Education Committee met on the first Thursday of the month, as they usually do, at 7:00 p.m. in the LGI, and discussed the following:

- Checking into any interest in having an intramural track and field team
- PSAT scores
- Staffing
- Room utilization
- Continued use of APEX and the costs
- Ready to Learn Grant and how to utilize the money received from this Grant
- Utilization of Study Island and the costs involved
- Math curriculum for Grades K-5
- The next meeting will be held on February 2, 2017 at 7:00 p.m. in the LGI

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

ACTION ITEMS:

6.1 Approval, Morrisville School District 2017-2018 School Calendar

A MOTION is in order to approve the Morrisville School District 2017-2018 School Calendar.

**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, First Reading Policy #202 (Eligibility of Non-Resident Students) and Administrative Regulations 202-AR-0, 202-AR-1, 202-AR-2, 202-AR-3

A MOTION is in order to approve the first reading of Policy #202, Eligibility of Non-Resident Students, and Administrative Regulations 202-AR-0, 202-AR-1, 202-AR-2, and 202-AR-3.

7.2 Approval, First Reading Policy #251, Homeless Students

A MOTION is in order to approve the first reading of Policy #251, Homeless Students.

7.3 Approval, First Reading Policy #255, Educational Stability for Children in Foster Care

A MOTION is in order to approve the first reading of Policy #255, Educational Stability for Children in Foster Care.

8. OLD BUSINESS

Mr. Harris discussed with the Board members the Schrader Group Proposal for Master Planning Services. Mr. Miller asked all of the Board members to begin submitting any ideas they may have regarding our plans for the future.

Mr. Miller stated that a motion will be added to the agenda for next week's meeting to approve the Schrader Group Proposal for Master Planning Services.

9. NEW BUSINESS

None at this time.

PUBLIC SESSION #2

There were no speakers for Public Session #2.

10. ADJOURNMENT

Mr. Miller made a motion to adjourn the meeting at 8:55 p.m. This motion was seconded by Mr. Colon, and passed by a unanimous voice vote of 7 ayes.

Damon Miller, President

Wanda Kartal, Secretary