

SCHOOL DISTRICT OF BOROUGH OF MORRISVILLE  
Morrisville, Pennsylvania

MINUTES OF THE MEETING OF BOARD OF SCHOOL DIRECTORS  
**Work Session/Agenda Meeting**—Wednesday, June 21, 2017  
Large Group Instruction Room  
Morrisville Intermediate/Senior High School

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

The regular monthly agenda/work session 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 June 21, 2017, 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**

*The following members were present:*

Messrs. Gilleo, Perry, Stoneburner, Miller and Ms. Getty, and Ms. Kartal

*Members absent:* Messrs. Colon and Dingle, and Ms. Grau

*Quorum Present:*

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

Mr. Miller stated that Mr. Colon, Mr. Dingle and Ms. Grau had all contacted him to advise him that they would not be able to attend this evening's meeting.

Mr. Miller stated that an Executive Session was held prior to this evening's meeting in regards to Human Resources and contract negotiations.

## **BUSINESS ITEMS TO BE VOTED ON AT AGENDA MEETING**

### **A. Approval, Eagle Scout Project**

***The Board approved a motion*** to approve the Eagle Scout Project at the Athletic Field as presented at the facilities meeting on June 13, 2017.

Mr. Harris explained that there are three phases to the project and explained each phase.

Moved by Mr. Miller, seconded by Mr. Gilleo, and passed by a unanimous voice vote of 6 ayes.

### **B. Approval, Gym Divider Curtains**

***The Board approved a motion*** to approve the purchase of gym divider curtains per quote from Builders Specialty Service, Inc. at a cost not to exceed \$58,983.

Mr. Miller explained what this project would involve and how the new curtains would work.

Moved by Mr. Miller, seconded by Mr. Stoneburner, and passed by a unanimous voice vote of 6 ayes.

### **C. Approval, Security Camera Project**

***The Board approved a motion*** to approve the purchase of additional Meraki Network switches from Integra ONE, at a cost not to exceed \$20,071.92.

Mr. Harris and Mr. Stoneburner explained the need for these switches due to upgrading our system.

Moved by Mr. Miller, seconded by Mr. Stoneburner, and passed by a unanimous voice vote of 6 ayes.

There were no comments from the public regarding Items A, B and C.

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

### **Student Spotlight**

**There is no Student Spotlight for the month of June**

## Reports

- Student Representatives to the Board (There are no Student Representatives for the month of June)
- Bucks County Technical High School
- Bucks County Intermediate Unit

## 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 April 19, 2017 Agenda/Business Meeting.

2.2 **A MOTION** is in order to approve the minutes of the April 26, 2017 Business Meeting.

2.3 **A MOTION** is in order to approve the minutes of the May 17, 2017 Agenda Meeting.

2.4 **A MOTION** is in order to approve the minutes of the May 24, 2017 Business Meeting.

### 3. INFRASTRUCTURE

#### INFORMATIONAL/DISCUSSION ITEMS:

#### Facilities Committee – Mr. Stoneburner

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

- Facility Assessment and money involved for this project

A presentation was given by Mr. David Schrader from Schrader Group regarding the Facility Assessment. He discussed and explained the Facility Assessment Process, District Facility Conditions, Prioritization, and the recommended projects.

Mr. Jamie Schlesinger from PFM Financial Advisors, LLC discussed the Financial Analysis regarding the Facility Assessment.

The Board members and administration discussed the projects, timelines and the money involved to complete these projects.

If the Board agrees to move on these projects as soon as possible, Mr. Schlesinger suggested that a Reimbursement Resolution be added to the agenda for action next week. Mr. Harris stated that he has already put together an Engagement Letter which is needed by PFM to proceed and opens the doors to get the ball rolling. Mr. Harris asked the Board members to discuss with him any concerns they may have regarding the projects and costs.

**ACTION ITEMS:**

None at this time.

## **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 was not in attendance at tonight's meeting; therefore there was no report.

**PTO Report – Ms. Getty**

Ms. Getty discussed the following future plans:

- Back to School picnic in September
- Fall Festival sometime in October or November

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

Mr. Miller stated that the next meeting will be held on August 2<sup>nd</sup> in the LGI at 7:30 p.m. He stated that the flashing signals have been installed around the schools and we are still waiting for various school zone signs to be installed.

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

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

- The new website template has been chosen and will soon be transferred
- The next meeting will be held on August 2<sup>nd</sup> at 7:00 p.m. in the LGI

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

Mr. Miller stated that the check from the Morrisville Borough should be received soon.

Mr. Miller announced that on July 5<sup>th</sup> at 10:00 a.m. the Morrisville School District will be excavating the time capsules in the M. R. Reiter School. Anyone interested in attending should RSVP to the District office no later than June 30<sup>th</sup>. Public is invited to attend.

#### **4. HUMAN RESOURCES** **INFORMATONAL/DISCUSSION ITEMS:**

##### **Human Resource Committee – Mr. Gileo**

Mr. Gileo stated that the committee met this past Monday and discussed the following:

- Act 93
- The next meeting will be held on August 8<sup>th</sup>

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

##### **ACTION ITEMS:**

#### **4.1 Approval, Resignations**

##### **4.1.a**

***A MOTION*** is in order to approve and accept the resignation of Katherine Klausner, Paraprofessional, effective August 15, 2017.

##### **4.1.b**

***A MOTION*** is in order to approve and accept the resignation of Veronica King, Paraprofessional/PCA, effective June 12, 2017.

#### **4.2 Approval, Appointments**

##### **4.2.a**

***A MOTION*** is in order to approve the appointment of Darlene Hawkins as a Personal Care Assistant/Paraprofessional (replacing Christine Sullivan), effective the first day of the 2017-18 school year, per MESPA Contract.

**4.2.b**

**A MOTION** is in order to reappoint Nicole Simon as a Long Term Substitute Teacher (filling in for Laura Sonnentag), effective August 28, 2017 through the end of the second marking period of the 2017-18 school year.

**4.2.c**

**A MOTION** is in order to approve the appointment of Francine Gill as a Personal Care Assistant/Paraprofessional (new position) for a student that requires this service pursuant to his IEP, effective the first day of the 2017-18 school year, per MESPA Contract.

**4.2.d**

**A MOTION** is in order to approve the appointment of \_\_\_\_\_ as a Paraprofessional (replacing Maria Woolston), per MESPA Contract.

**4.2.e**

**A MOTION** is in order to approve the appointment of Joclyn Torres as a Human Resource Generalist, effective June 29, 2017, at a yearly salary of \$52,000.

**4.2.f**

**A MOTION** is in order to approve the appointment of Luz Waters as a Confidential Administrative Assistant to the Superintendent, effective June 16, 2017, at a yearly salary of \$56,000.

**4.2.g**

**A MOTION** is in order to approve the appointment of Bobbi Bertucci as a Spanish Teacher (replacing David Cylinder), effective July 1, 2017, per MEA Contract.

**4.2.h**

**A MOTION** is in order to approve the appointment of Kristy Jackowicz as a Health/Physical Education Teacher (replacing Sean Haines), per MEA Contract.

**4.2.i**

**A MOTION** is in order to approve the appointment of Melissa Bowman as a Kindergarten Teacher (due to Kindergarten now being full day), per MEA Contract.

**4.2.j**

**A MOTION** is in order to approve the appointment of Kim Connell as an IST Teacher (position will now be full time rather than ½ time), per MEA Contract.

**4.2.k**

**A MOTION** is in order to approve the appointment of Mae Tanzillo as a Full Time Custodian (from ½ time position to full time), effective July 1, 2017, per MESPA Contract.

**4.2.l**

**A MOTION** is in order to approve the appointment of \_\_\_\_\_ as an Emotional Support Teacher (current teacher is being moved to a regular education teacher), per MEA Contract.

**4.2.m**

**A MOTION** is in order to approve the appointment of Meg Mason as an Emotional Support Teacher (taking Kim Connell’s place since she moved to an IST Teacher), per MEA Contract.

**4.2.n**

**A MOTION** is in order to approve the appointment of \_\_\_\_\_ as a Kindergarten Teacher (taking Meg Mason’s place since she moved to an Emotional Support Teacher), per MEA Contract.

**4.3** **Approval, Leave of Absence**

**A MOTION** is in order to approve a leave of absence for Michael Kopakowski effective June 19, 2017 through August 14, 2017.

**4.4** **Approval, Stipend Revisions for Extra Curricular Positions**

**A MOTION** is in order to revise the stipends for the following individuals to the Extra Curricular Positions for the 17-18 school year:

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Stipend</u></b>
Traci Coley	After School Technology Monitor	\$27/hr or aide rate (revised)
Cindy Hasness	AM/PM Detention	\$27/hr or aide rate (revised)
Dennis Rodgers	AM/PM Detention	\$27/hr or aide rate (revised)

**4.5** **Approval, Agreement with Special Education Advisors, Inc.**

**A MOTION** is in order to approve the agreement with Special Education Advisors, Inc., as a consultant for special education to the District for the 2017-18 school year, effective July 1, 2017, at the hourly rate of \$64, not to exceed \$130,000 yearly.

**4.6** **Approval, Act 93 Agreement**

**A MOTION** is in order to approve the Act 93 Agreement.

**4.7** **Approval, Extra Days at Per Diem Rate**

**4.7.a**

**A MOTION** is in order to approve Kyle Greenwood to work up to 12 days during the summer at the per diem rate per MEA Contract for Library maintenance.

**4.7.b**

**A MOTION** is in order to approve Lindsay Bauer to work up to 12 days during the summer at the per diem rate per MEA Contract for the Art Room relocation.

**4.8 Approval, Athletic Training Services Agreement**

**A MOTION** is in order to approve the Athletic Training Services Agreement between Bucks Physical and Sports Rehabilitation LLC and the Morrisville Borough School District.

**4.9 Approval, Tuition Reimbursement**

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

<i>Name</i>	<i>Course</i>	<i>College</i>	<i>Credits</i>	<i>Amount</i>
Summer Branche	Differentiated Learning: How to Teach varying Abilities	Augustana	3	\$425.00
Gina Leary	The Culturally Competent Educator	Pacific Lutheran	3	\$400.00
Gina Leary	Building Peace through Restorative Practices	Pacific Lutheran	3	\$400.00

**4.10 Approval, Job Descriptions**

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

- **Human Resource Generalist**
- **Special Education Supervisor**
- **Confidential Secretary**

**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 he was not able to attend the meeting. The next meeting will be on August 9<sup>th</sup>.

Mr. Harris stated that he would like feedback from the Board members regarding the millage and resolutions on the agenda and the effect on the budget.

***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, Disposal of Excess Items**

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



**5.2** **Approval, Service Agreement for Accounting Services for 2017-18 School Year**  
*A MOTION* is in order to approve the Service Agreement between the School District of Borough of Morrisville and Tom Josiah Consulting, LLC for accounting services for the 2017-18 school year, at a cost not to exceed \$18,500.

**5.3** **Approval, Facilities Budget Transfers**  
*A MOTION* is in order to approve Facilities Budget Transfers in the amount of \$138,470.84.

**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 payment 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, Budget Transfers and Financial Transactions**  
*A MOTION* is in order to authorize the Business Administrator to perform budget transfers and financial transactions necessary to close out the 2016-17 school year. Transactions and budget transfers will be presented to the Board at the August meeting for ratification.

**5.8** **Approval, Class of 2020 Activity Account**  
*A MOTION* is in order to approve the establishment of a Class of 2020 Activity Account.

**5.9** **Approval, 2017-18 General Fund Budget Resolutions**

**5.9.a**

*A MOTION* is in order to approve the 2017-18 Tax Rate of 200.9687 Mills.

**5.9.b**

*A MOTION* is in order to approve the 2017-2018 Tax Installment Payment Resolution.

**5.9.c**

*A MOTION* is in order to approve the 2017-2018 General Fund Budget in the amount of \$20,373,111.

**5.9.d**

*A MOTION* is in order to authorize the Business Manager to perform all necessary filings as related to the 2017-2018 General Fund Budget.

**5.9.e**

A **MOTION** is in order to approve the 2017-2018 Homestead-Farmstead Resolution.

**5.10 Approval, Appointment of Treasurer to the Board of School Directors**

A **MOTION** is in order to appoint and approve the Treasurer to the Board of School Directors through June 30, 2018.

**5.11 Approval, Insurance Coverage**

A **MOTION** is in order to approve insurance coverage for the 2017-18 school year as listed below:

<i>Property (Granite State Ins. Co.)</i>	<i>\$38,888</i>
<i>General Liability (American Alternative)</i>	<i>\$17,618</i>
<i>Crime (American Alternative)</i>	<i>\$ 417</i>
<i>Automobile (American Alternative)</i>	<i>\$10,770</i>
<i>Boiler &amp; Machinery (Hartford Steam Boiler)</i>	<i>\$ 5,177</i>
<i>Umbrella (American Alternative)</i>	<i>\$12,041</i>
<i>School Board Legal Incl. Employment Practices Liability (Old Republic)</i>	<i>\$12,755</i>
<i>Privacy/Network Security (Westchester Fire Ins. Co.)</i>	<i>\$ 3,575</i>
<i>Student Accident (AXIS Ins. Co.)</i>	<i>\$ 6,674</i>
<i>Workers Compensation (Old Republic)</i>	<i>\$66,926</i>

**5.12 Approval, 403b Provider**

A **MOTION** is an order to approve Horace Mann as an additional 403b Provider at no cost to the District.

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

**Education Committee – Mr. Miller**

Mr. Miller stated that Education Committee met on June 1<sup>st</sup> and discussing the following:

- A student is interested in starting a new club called The Black Union Student Club. All students would be welcome to join and they would discuss a wide variety of issues. If the Board chooses to authorize this student request, a stipend for the Advisor would need to be added to the collective bargaining unit agreement.
- Addition of chrome books and laptops for the Middle School
- Positions discussed under Human Resources
- Moving the Library and Art Room
- The next meeting will be held on August 3<sup>rd</sup> at 7:00 p.m. in the LGI. There is no meeting during the month of July.

**ACTION ITEMS:**

None at this time.

**7. POLICY COMMITTEE**

**INFORMATIONAL/DISCUSSION ITEMS:**

**Policy Committee Report – Mr. Miller**

Mr. Miller stated that no meeting was held. The committee will be meeting in August to review the Board policies that were tabled at a previous meeting.

***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**

***A MOTION*** is in order to approve the second reading of the following policy:

- Policy #806, Child Abuse

**7.2 Approval, First Reading of Policy**

***A MOTION*** is in order to approve the first reading of the following policy:

- Policy #916, School Volunteers

**8. OLD BUSINESS (if needed)**

None at this time.

**9. NEW BUSINESS (if needed)**

## PUBLIC SESSION #2

There were no speakers for Public Session #2.

Ms. Kartal asked that an announcement be made to the community regarding the installation of the flashing lights and school zone signs by placing this news in the back to school letter or via a phone blast.

### ANNOUNCEMENT

**On July 5, 2017 at 10:00 a.m., the Morrisville School District will be excavating the time capsules in the M. R. Reiter School. All interested parties are to RSVP to the District Office no later than June 30, 2017. The public is invited to attend.**



### 10. ADJOURNMENT

Mr. Miller made a motion to adjourn the meeting at 9:25 p.m. This motion was seconded by Ms. Kartal, and passed by a unanimous voice vote of 6 ayes.

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Damon Miller, President

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Wanda Kartal, Secretary