

MINUTES OF THE MEETING OF BOARD OF SCHOOL DIRECTORS
Board Meeting – Wednesday, November 16, 2016
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, November 16, 2016, after due notice of this meeting had been given as required by law.

- Pledge of Allegiance

Mr. Miller, President, called the meeting to order at 7:33 p.m. with the following members present on roll call:

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

Members absent: Ms. Grau

Quorum Present:

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

Mr. Miller stated that Ms. Grau had contacted him to let him know that she 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 to discuss personnel, litigation and real estate.

STUDENT SPOTLIGHT

- **Donna Wilson - Color Guard Coach**

Mrs. Wilson discussed the history of the Color Guard, how it's grown over the years, fundraising and the upcoming events at which they will be performing. Maddie Carpenter, Captain of the Color Guard, who has been a member for many years and who is a senior this year, was in attendance this evening and was recognized and thanked for her many efforts throughout the years.

ITEMS OF GENERAL INFORMATION

Student Representative to the Board – (Morrisville High School)

Student Representative, Patrick Getty, discussed many items which can be found in Attachment A to these minutes.

Student Representative to the Board – (Bucks County Technical High School)

Student Representative, Noah Eisengrein, discussed many items which can be found in Attachment B to these minutes.

Bucks County Technical High School Report – Mr. Gilleo

Mr. Gilleo stated that their meeting will be held on November 28th; therefore, there is nothing to report at this time.

1. SUPERINTENDENT'S/ADMINISTRATOR'S REPORTS

→ **This week in our Schools**

Mr. Kopakowski - Superintendent

Mr. Kopakowski's report can be found in Attachment C to these minutes.

Mr. Harris – Business Administrator

Mr. Harris discussed the following items:

- Completion of numerous payroll, human resource and accounts payable activities
 - Met with Accountants for finalizing our Annual Audit and preparing our financial report that should be closed out before the Thanksgiving holiday
 - His attendance at various committee meetings and Executive Sessions
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- Met with several sub-grantees to review and discuss assigned responsibilities
 - Completed filing for the PEMA/FEMA reimbursement

- Closed out Cohort 6A Grant – starting to see some off the reimbursements coming in
- Applied for Ready To Learn Grant
- Filed numerous PDE Compliance documents
- Continue to implement ALIO training upgrades
- Meet with Business Office Staff daily to discuss and give direction on day to day issues as needed
- Met with Mr. Kopakowski for direction and input on several issues
- Enrollment study which is on the agenda for approval
- Will be meeting with Schrader Group, our Architect of Record
- Met with several electrical contractors to discuss the Generator Project
- Met with our Insurance carrier to discuss and review electrical damage claim
- Tomorrow Mr. Harris will be at the Healthcare Consortium Trustee meeting and on vacation starting Monday

⇒ **Enrollment Report**

District Enrollments as of November 10, 2016			
<u>Student Population</u>			
Pre-Kindergarten	18		
Kindergarten	60	GRANDVIEW (K-2)	221
Grade 1	73	INTERMEDIATE SCHOOL (3-5)	<u>210</u>
Grade 2	70		431
Grade 3	60		
Grade 4	72	MIDDLE SCHOOL (6-8)	214
Grade 5	78	HIGH SCHOOL (9-12)	<u>230</u>
Grade 6	79		444
Grade 7	63		
Grade 8	72	TECHNICAL SCHOOL	45
Grade 9	51	HOME SCHOOLED	29
Grade 10	69	CHARTER SCHOOLS	51
Grade 11	60	Regular Ed	38
Grade 12	50	Special Ed	13
		OUT OF DISTRICT	56
		Regular Ed	10
		Special Ed	46
TOTAL ENROLLMENT			1056

Routine Action Items

At the meeting of the Board of School Directors on September 22, 2010, the Board of School Directors approved a motion that Agenda meeting action items considered routine will be enacted under one motion unless removed for separate action upon Board

request. The purpose of the consolidated motion is to expedite Governing Board action on all consent items, which are not held for discussion. Items that have been held for discussion by the Governing Board will be enacted upon at the time the item is discussed.

PUBLIC SESSION #1 (Only items on the agenda to be discussed)

There were no speakers for Public Session #1.

2. INFRASTRUCTURE
INFORMATIONAL/DISCUSSION ITEMS:
ACTION ITEMS:

Motions 2.1 through 2.5 were moved by Mr. Miller, seconded by Mr. Perry, and passed by a unanimous voice vote of 8 ayes.

2.1 Approval, Removal of Trees and Stumps at HS Athletic Field

The Board approved a motion to approve the removal of two diseased trees and stumps at the High School Athletic Field by B&T Landscaping in the amount of \$1500.

2.2 Approval, Clearing of Overgrowth at HS Athletic Field

(A motion was approved at the October Board Meeting for this work, but the location was listed as the A-Field. Also, there was a typo in the Landscaping Company which should be B&T – not M&T. The revised motion is as follows.)
The Board approved a motion to approve the clearing of overgrowth at the High School Athletic Field by B&T Landscaping in the amount of \$4500.

2.3 Approval, Remediate Vegetation Overgrowth at the Varsity A-Field/Capitol View Property

The Board approved a motion to approve WDB Landscaping to address and remediate the vegetation overgrowth at the Varsity A-Field/Capitol View Property in the amount of \$8000.

Mr. Miller stated that all of the work in motions 2.1, 2.2 and 2.3 has already been completed.

2.4 Approval, Purchase of Furniture for Business Office

The Board approved a motion to approve the purchase of furniture for the Business Office in an amount not to exceed \$7200.

2.5 Approval, Purchase of AED's

The Board approved a motion to approve the purchase of four (4) AED's (Automatic Electronic Defibrillator), at a cost not to exceed \$6000.

3. HUMAN RESOURCES
INFORMATIONAL/DISCUSSION ITEMS:
ACTION ITEMS:

Motions 3.1 through 3.3 were moved by Mr. Miller, seconded by Ms. Kartal, and passed by a unanimous voice vote of 8 ayes.

3.1 Approval, Appointment – Confidential Secretary to Business Manager/Accounts Payable

The Board approved a motion to approve the appointment of Jacqueline Sargeant as a Confidential Secretary to the Business Manager/Accounts Payable, per Act 93, at an annual salary of \$50,000 (pro-rated), effective November 21, 2016.

3.2 Approval, Appointment – Accounting/Payroll Manager

The Board approved a motion to approve the appointment of Colleen Gartland as Accounting/Payroll Manager, per Act 93, at an annual salary of \$55,000 (pro-rated), effective November 21, 2016.

3.3 Approval, Additional Duties/Assignment as a Non-Instructional Paraprofessional/PCA

The Board approved a motion to approve the addition of duties as a non-instructional paraprofessional/PCA, not to exceed 1-1/2 hours per day, to Natara Nesbitt who is currently a van driver, per MESPA Contract, effective Friday, November 4, 2016

3.4 Approval, Tuition Reimbursement

The Board approved a motion to approve tuition reimbursement as follows:

<u>Name</u>	<u>Course</u>	<u>College</u>	<u>Credits</u>	<u>Amount</u>
Megan Preedy	Research and Evaluation in Education	Holy Family	3	\$2345

Moved by Mr. Miller, seconded by Mr. Gilleo, and passed by a unanimous voice vote of 8 ayes.

Motions 3.5 through 3.8 were moved by Mr. Miller, seconded by Mr. Perry, and passed by a unanimous voice vote of 8 ayes.

3.5 Approval, Resignation from Extra-Curricular Position

The Board approved a motion to approve the resignation of Michelle Riley as 7th Grade Team Leader, effective no later than the last day of the second marking period.

3.6 Approval, Extension of Long-Term Substitutes

3.6.a *The Board approved a motion* to approve the continuation of Debra Phelan as a long-term substitute Kindergarten/IST Teacher (filling in for Megan Mason), per MEA Contract, for the remainder of the 16-17 school year.

3.6.b *The Board approved a motion* to approve the continuation of Jenna Renderio as a long-term substitute (filling in for Kelly Marlin Peroni), per MEA Contract, until December 7, 2016.

3.7 Approval, Leave of Absence

The Board approved a motion to approve a leave of absence for Julie Shemelia, per Act 93, from October 31, 2016 through November 4, 2016.

3.8 Approval, Extension of Leave of Absence

3.8.a *The Board approved a motion* to approve the extension of the leave of absence for Kelly Marlin Peroni, per MEA Contract, through December 2, 2016.

3.8.b *The Board approved a motion* to approve the extension of the leave of absence for Megan Mason, per MEA Contract, from October 4, 2016 through the end of the 2016-17 school year.

3.9 Approval, Revisions to Act 93 Agreement

The Board approved a motion to approve the revisions to the Act 93 Agreement. Revisions are adding positions of Accounting/Payroll Manager and Confidential Secretary to the Business Manager/Accounts Payable.

Moved by Mr. Miller, seconded by Mr. Gilleo, and passed by a unanimous voice vote of 8 ayes.

3.10 Approval, Leave of Absence

The Board approved a motion to approve a leave of absence for employee #002437 from November 14, 2016 through November 18, 2016.

Moved by Mr. Miller, seconded by Mr. Dingle, and passed by a unanimous voice vote of 8 ayes.

4. BUSINESS OPERATIONS/FINANCE
INFORMATIONAL/DISCUSSION ITEMS:

• **Finance Report (Informational Item)**

Expenditures

Budget 2016-17	Year to Date Encumbrances	Y-T-D Expended	Available Balance
19,276,833	7,696,204	6,108,804	5,471,824

Revenues

Budget 2016-17	Y-T-D Amount	Balance
19,276,833	12,808,783	6,468,049

Mr. Harris stated that at the conclusion of our annual audit, we are about \$7000 in the red, meaning we dipped into the Fund Balance. He stated that with a twenty million dollar budget, we only exceeded expenditures by \$7000, which is very good. Once this is finalized for the Finance Committee to review we can then move forward with what we are going to do regarding the Fund Balance and planning for 17-18 budget.

ACTION ITEMS:

4.1 Approval, Contract/Proposal with Decision Insite for Enrollment Studies

The Board approved a motion to approve the contract/proposal with Decision Insite to perform enrollment studies, at an amount not to exceed \$6100, subject to Solicitor review.

Moved by Mr. Miller, seconded by Ms. Kartal, and passed by a unanimous voice vote of 8 ayes.

Mr. Miller stated that the reason behind this motion is regarding the possibility of having full day kindergarten next year and to get an idea of what the population would be, what demand it would have on the District, and what type of impact this type of move would have on the schools and what alternatives we might have.

Motions 4.2 through 4.4 were moved by Mr. Miller, seconded by Ms. Getty, and passed by a unanimous voice vote of 8 ayes.

4.2 Approval, Treasurer's Report

The Board approved a motion to approve the Treasurer's Report.

4.3 Approval, Investment Report

The Board approved a motion to approve the Investment Report.

4.4 Approval, Payment of Bills

The Board approved a motion to approve payment of bills as listed below, subject to final audit by the Business Administrator:

Miscellaneous (10/25, 11/2, 11/8)	\$	69,850.42
Legal (11/16)	\$	4,170.20
Athletic Fund (10/24, 11/2)	\$	1,305.00
General Fund (11/16)	\$	308,299.91
Capital	\$	-0-
Cafeteria Fund (10/26)	\$	<u>28,516.50</u>
TOTAL BILLS	\$	412,142.03

5. EDUCATION

INFORMATIONAL/DISCUSSION ITEMS:

ACTION ITEMS:

5.1 Approval, Revisions to Course of Study Manual

The Board approved a motion to approve the revisions to the Course of Study Manual.

Moved by Mr. Miller, seconded by Ms. Kartal, and passed by a unanimous voice vote of 8 ayes.

6. POLICY

INFORMATIONAL/DISCUSSION ITEMS:

ACTION ITEMS:

Motions 6.1 through 6.5 were moved by Mr. Miller, seconded by Mr. Perry, and passed by a unanimous voice vote of 8 ayes.

6.1 Approval, Second Reading Policy #609, Investments

The Board approved a motion to approve the second reading of Policy #609, Investments.

- 6.2** **Approval, Second Reading Policy #205, Post Graduate Students**
The Board approved a motion to approve the second reading of Policy #205, Post Graduate Students.

- 6.3** **Approval, Second Reading Policy #206, Assignment Within District**
The Board approved a motion to approve the second reading of Policy #206, Assignment Within District.

- 6.4** **Approval, Second Reading Policy #211, Student Accident Insurance**
The Board approved a motion to approve the second reading of Policy #211, Student Accident Insurance.

- 6.5** **Approval, Second Reading Policy #212, Reporting Student Progress**
The Board approved a motion to approve the second reading of Policy #212, Reporting Student Progress.

Future Meetings and Items of Interest

Monday, December 5, 2016.....Reorganization Meeting 7:30 p.m.
Monday, December 5, 2016.....Monthly Agenda Meeting ***Immediately following
the Re-organization Meeting***
Wednesday, December 14, 2016.....Monthly Business Meeting 7:30 p.m.

***For Community and District Information
visit our community website www.mv.org
and Channel 28 on your Local Cable***

7. OLD BUSINESS

None at this time.

8. NEW BUSINESS (if needed)

The following motion was added to the agenda:

8.1 Approval, Posting of Crowd Control Supervision Position

The Board approved a motion to post for a Crowd Control Supervision Position, at a cost not to exceed \$2500.

Moved by Mr. Miller, seconded by Mr. Gilleo, and passed by a unanimous voice vote of 8 ayes.

Since this item was added to the agenda, Mr. Miller opened the floor for public comment. There were no comments from the public.

Bucks County Intermediate Unit Report – Ms. Kartal

Ms. Kartal stated that an IU meeting was held last evening and they discussed the following:

- This week is American Education Week
- Art worked displayed at Delaware Valley University which includes some of our Morrisville students work
- Education Policy and election of our New President of the United States
- Letter from the Office of Civil Rights regarding transgender students
- Healthcare
- State Funding

PUBLIC SESSION #2

There were no speakers for Public Session #2.

Mr. Miller wished everyone a Happy Thanksgiving. He reminded everyone of the Pancake Breakfast and football game to be held here in Morrisville on Thanksgiving Day. He also reminded everyone to check out the Bulldog painting at the A-Field on the side of the concession stand done by one of our students.

10. ADJOURNMENT

The Board approved a motion to adjourn the meeting at 8:15 p.m.

Moved by Mr. Miller, seconded by Mr. Gilleo, and passed by a unanimous voice vote of 8 ayes.

Damon Miller, President

Wanda Kartal, Secretary