

QUAKERTOWN COMMUNITY SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS

DISTRICT SERVICES CENTER (DSC)
100 Commerce Drive, Quakertown, PA 18951

Regular Voting Meeting (Thursday, June 23, 2016)

Members present

Dwight Anderson, Ronald Jackson, Jonathan Kern, Steaven Klein, Stephen Ripper, Austin Sedicum, Charles Shermer, Robert Smith, Paul Stepanoff

Others Present

Dr. William E. Harner, Non-Voting Member, Superintendent
Mrs. Alice K. Bishop, Non-Member, Board Secretary
Ms. Nancianne Edwards, Assistant Superintendent
Mr. Robert Riegel, CPA, Business Administrator/Treasurer
Mr. Jeff Garton, Esquire, Begley, Carlin & Mandio, LLP

1. Call to Order 7:25 PM

A. Flag Salute

President Stepanoff announced that an Executive session was held prior to tonight's meeting on student matters, personnel, and contract discussions.

B. Roll Call

2. Minutes

A. Approval of Minutes

Motion to approve the minutes of the June 2, 2016 meeting of the Board of School Directors of the Quakertown Community School District.

Motion by Steaven Klein, second by Austin Sedicum.

Final Resolution: Motion Passed

Yes: Dwight Anderson, Ronald Jackson, Jonathan Kern, Steaven Klein, Stephen Ripper, Austin Sedicum, Charles Shermer, Robert Smith, Paul Stepanoff

3. General Public Comment

Helen Kondracki, Haycock Township thanked Mr. Klein for his no vote on the budget. She addressed the board regarding the teachers' contract.

4. Reports

5. Superintendent Report

A. Staff Recognition

Dr. Harner introduced two boy scouts and invited them to speak to the board regarding their boy scout experience to earn a merit badge.

Jason Smith, Richland Township 8th grade described to the board how many badges he has and that he is here to learn how the school board operates.

Dr. Harner introduced Julie Pennabaker, Milford Middle School teacher and David Adams, Senior Vice President from the College Board. Mr. Adams commended Julie for being selected to receive the National Distinguished teacher award from the College Board. Dr. Harner congratulated Julie for her accomplishments in the Springboard program and explained that Julie will become part of the College Board Advisory National Council. Mr. Adams presented Julie with a plaque.

B. Hewlett-Packard Visit

Dr. Harner and Joe Kuzo reported that a Hewlett Packard Vice President for North American sales division stopped in to the office today and spent some time talking about our programs. He was familiar with our technology program and digital learning project which has been implemented in only one other school in Pennsylvania.

6. Standing Committee Reports

A. Bucks County Intermediate Unit #22

Mr. Jackson reported on the May 25 meeting.

B. Legislative Report

Mr. Stepanoff reported on a bill pending that would replace monthly fire drills and would give school district the choice of having either fire or security drills. Governor Wolf believes Pennsylvania can meet its constituents' needs without an increase in taxes.

C. Upper Bucks County Technical School

Mr. Anderson reported on last week's meeting where Mr. Stepanoff presented a solar report. UBCTS PSSA test scores are rising. Enrollment is at 720 students, with QCSD having the largest enrollment: 53% of the total number of students.

D. Facilities Committee

Mr. Ripper reported on the June 7 meeting where interviews were held with three custodial service companies that submitted RFP's for the custodial services bid: Aramark, SSC and GCA. He explained the reasons for the committee's recommendation for SSC Services. Board discussion ensued on the lack of local contracts with SSC. Mr. Smith noted that Aramark has many schools in our area including the UBCTS. He has concerns

that SSC is starting out similar to how GCA started at our district three years ago. Mr. Shermer noted that Mr. Smith raised some good points. SSC plans to have a manager on site and will have more employees than Aramark had in their bid. He noted that the board does not want to spend a lot of time discussing custodial problems and issues.

Mr. Vallen Emery, SSC Services Regional Vice President noted that a sister company is located in Wayne, PA and they already have two local candidates for the manager position. Mr. Riegel noted that the references have been checked for SSC Services.

E. Policy Committee

Mr. Klein reported on a 2nd reading of the following 11 policies:

- 718 Service Animals in Schools
- 317 Conduct / Disciplinary Procedures - Administrative Personnel
- 417 Conduct / Disciplinary Procedures - Professional Personnel
- 303 Employment of Administrative Employees
- 403 Employment of Professional Employees
- 503 Employment of Classified Employees
- 823 Naloxone
- 609 Investment of District Funds
- 626 Federal Fiscal Compliance
- 626.1 Travel Reimbursement - Federal Programs
- 827 Conflict of Interest

RETIRE Policy

- 609 Investment of District Funds - The Policy Committee is recommending the board adopt the PSBA revised 609 policy and retire our version of the policy

The Board will be asked to approve these policies tonight.

7. President Report

President Stepanoff reminded the board to change their passwords here in the District Services Center.

8. Items for Board Action

9. Public Comment on Fiscal Items Presented for a Vote

None

10. Fiscal Agenda

A. Approval of the Custodial Services Bid Award

The Finance Committee is recommending the Custodial Services Bid be awarded to SSC Services.

Motion to award the Custodial Services bid.

Motion by Steaven Klein, second by Ronald Jackson.

Final Resolution: Motion Passed

Yes: Dwight Anderson, Ronald Jackson, Jonathan Kern, Steaven Klein, Stephen Ripper, Austin Sedicum, Charles Shermer, Paul Stepanoff

No: Robert Smith

B. Contract with Cybersoft Technologies, Inc.

Business Services recommends approval of a Software/Service Agreement relating to PrimeroEdge software provided by Cybersoft Technologies, Inc. to administer a Point of Sale system and Free & Reduced applications for the Foodservice Program at a cost of \$7,745 plus \$2,995 for training.

C. Tax Software Approval

Business Services recommends approval of the purchase of Tax Collection Software provided by Sunstone Data, LLC at a cost not to exceed \$7,500.

D. Acknowledge Receipt of PlanCon F

The PDE approval letter relative to Quakertown Community High School for PlanCon F: Construction Documents (Revised) has been received. Administration is recommending the Board acknowledge receipt of this approval.

E. Acknowledge Receipt of PlanCon I

The PDE approval letter relative to Quakertown Community High School for PlanCon I: Interim Reporting has been received. Administration is recommending the Board acknowledge receipt of this approval.

F. Approve Spirit of Philadelphia Cruise for 2017 Senior Prom

The Business Services Department is recommending approval of a contract with Spirit of Philadelphia Cruise for the Class of 2017 Senior Prom on May 27, 2017.

G. Agreement with BCIU for Technology Pool Counsel Legal Services

Administration is recommending the approval of an agreement with Bucks County Intermediate Unit for legal services with Sweet Stevens Katz & Williams in a consortium including BCIU member School Districts for a Technology Pool Counsel Legal Services Consultation Agreement at an annual cost of \$780.

H. Approve May 2016 Bills List

The Business Services Department recommends the board approve the Bills List for the month of May 2016 in the amount of \$11,315,761.79.

I. Approve Treasurer's Report - April 2016

The Business Services Department recommends the board approve the Treasurer's Report for April 2016.

J. Approve May 2016 Budget Transfers

The Business Services Department recommends the board approve Budget Transfers for the month of May 2016.

K. Authorization For Budget Transfers Beyond The School Year

As recommended by the state auditors, we are asking the Board to adopt the following resolution which permits us to transfer funds for 2015-2016 budget purposes after the close of this school year.

RESOLUTION

IT IS HEREBY RESOLVED by the Board of School Directors of the Quakertown Community School District, pursuant to the recommendations of the Pennsylvania State School Auditors.

SECTION 1. That the Business Administrator is hereby authorized to transfer school funds for 2015-2016 budget purposes beyond the end of the school year.

SECTION 2. The authorization under this resolution shall become effective July 1, 2016.

ENACTED AND RESOLVED this twenty third day of June, A.D., 2016, by the corporate authorities of the Quakertown Community School District.

L. Approval of 2016-2017 Technology Lease

Business Services recommends approval of a 4 year lease agreement with TD Bank for the acquisition of Chromebooks, Laptops, Desktops, and other technology equipment in an amount not to exceed \$1,028,406.28 (Principal and Interest) subject to solicitor review.

M. Approve the 2016-2017 Insurance Renewal

The Business Services Department is requesting approval of the insurance proposal with Willis of Pennsylvania, Inc. with a premium total of \$284,068 for the Package Policy, Automobile Policy, Boiler & Machinery Policy, Umbrella Policy, School Leaders Errors & Omissions, and Data Compromise Coverage as follows:

Package & Automobile	\$171,214
Boiler & Machinery	\$ 7,979
Umbrella	\$ 29,305
Errors & Omissions	\$ 75,570
TOTAL	<u>\$284,068</u>

N. Updated World Class Vacation Agreement Class of 2017 Senior Trip

The Business Services Department is requesting that the board approve the updated agreement (date changes) with World Class Vacations for the Class of 2017 senior trip to Orlando, Florida.

O. VOTE on Fiscal Consent Agenda

Board discussion ensued on the Spirit Cruise for the 2017 senior prom and the technology lease. Mr. Riegel explained that technology has four four-year rolling leases to replace computers and there is no change to the line item on the budget.

Motion to approve Fiscal Consent agenda items as presented.

Motion by Stephen Ripper, second by Charles Shermer.

Final Resolution: Motion Passed

Yes: Dwight Anderson, Ronald Jackson, Jonathan Kern, Steaven Klein, Stephen Ripper, Austin Sedicum, Charles Shermer, Robert Smith, Paul Stepanoff

11. Public Comment on Facilities Consent Agenda

None

12. Facilities Consent Agenda

A. Approval of Capital Project, Strayer Middle School - HVAC Control Replacement
The Facilities Department recommends approval of the Capital project - Strayer MS - HVAC control replacements at a cost of \$356,100.00 (COSTARS Pricing)

B. Facilities Agreements for the 2016-17 Fiscal Year

The Facilities Department is requesting authorization to approve the following facilities agreements for the 2016-17 fiscal year.

2016-2017 FACILITIES AGREEMENTS/CONTRACTS

Boiler Service-H S A Mechanical	\$8,400
Burglar Alarm Monitoring - Security Service Company	\$5,946
Bleacher/partition maintenance - D. Armstrong Installations	\$5,300
Domestic Hot Water Service (SMS)-Diversified Refrigeration	\$1,600
Automatic Door Service-Advanced Door Service	\$3,209
DSC Server Room, HVAC Service Contract-Strategic Acct. Svc	\$4,045
SHS Server Room, HVAC Service Contract-Strategic Acct. Svc	\$6,800
Emergency Generator Service-Emergency Systems	\$3,246
Fire Alarm Monitoring-Siemens	\$900
Grease Trap Service-Franc Environmental	\$2,608
HVAC Service Contract(FC) - Trane	\$2,860
HVAC Water Treatment - Klenzoid	\$7,034
Septic system service(HES)-Franc Environmental	\$1,660
Suppression System Service (SMS) - SSI	<u>\$2,530</u>

Total	\$56,138.00
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C. VOTE on Facilities Consent Agenda

Board members asked about the level of assurance that the HVAC controls at Strayer will last since the building is 12 years old. Mr. Harper explained that the system must work for one winter and 10% retainage will be held until the district is sure the system is working within the parameters of plus or minus 2 degrees Fahrenheit. He noted that this is a good product and worth the investment.

Motion to approve Facilities Consent agenda items as presented.

Motion by Dwight Anderson, second by Stephen Ripper.

Final Resolution: Motion Passed

Yes: Dwight Anderson, Ronald Jackson, Jonathan Kern, Steaven Klein, Stephen Ripper, Austin Sedicum, Charles Shermer, Robert Smith, Paul Stepanoff

13. Public Comment on Human Resources Items Presented for a Vote

Richard Orloff, Richland Township addressed the board regarding the top teacher salary. He reported that Earned Income Tax has increased in the last few years.

14. Human Resources Agenda

A. Ratification of QCEA Agreement

The Board Negotiations Committee recommends approval of the five-year tentative agreement, dated June 6, 2016, between the Quakertown Community Education Association and the Board of School Directors of the Quakertown Community School District, to be effective July 1, 2016 to June 30, 2021 as presented.

RESOLVED THAT, subject to the terms and conditions of any applicable agreements which are ratified or affirmed herewith, the Quakertown Community School district approves the personnel items as presented.

May I have a motion to adopt the above resolution and approve the personnel items as recommended.

ROLL CALL VOTE

Motion by Dwight Anderson, second by Ronald Jackson.

Final Resolution: Motion Passed

Yes: Dwight Anderson, Ronald Jackson, Jonathan Kern, Stephen Ripper, Austin Sedicum, Robert Smith, Paul Stepanoff

No: Steaven Klein, Charles Shermer

15. Human Resources Consent Agenda

B. Administrative

1. Transfer

Innocenzo Martellucci - Transfer from Teacher to Supervisor of Special Education – Effective: July 1, 2016 Salary: \$110,000 prorated

C. Professional

1. Employment

a. Alycia Franks* – Temporary Professional Employee – Effective August 15, 2016 – Salary: \$46,434 prorated

b. Brett Farley – Temporary Professional Employee – Effective August 23, 2016 – Salary: \$46,434 prorated

c. Christina Reifsnyder – Temporary Professional Employee – Effective August 23, 2016 – Salary: \$63,167 prorated

d. Kristen Vargo* – Temporary Professional Employee – Effective: August 15, 2016 – Salary: \$60,574 prorated

e. Samantha Solomon – Long Term Substitute Teacher – Effective 2016-2017 school year only – Salary: \$41,790 prorated

f. Megan Roney – Long Term Substitute Teacher – Effective 2016-2017 school year only – Salary: \$42,718 prorated

g. Christina Bortnichak – Long Term Substitute Teacher – Effective 2016-2017 school year only – Salary: \$41,790 prorated

h. Bethany Atkinson – Long Term Substitute Teacher – Effective 2016-2017 school year only – Salary: \$41,790 prorated

i. 2016 Summer Primary Reading and ESL Camps – Rate of pay - \$31.60 per hour

Megan Roney

Jeffery Palen

Kelly Shaak

Bethany Atkinson

j. 2016-2017 Stipend Rates for Teacher Leadership Positions

Position Type	Area	Stipend Maximum	Stipend Minimum
Content Specialist	Science	3.0% of salary	\$1,500.00
Content Specialist	Social Studies	3.0% of salary	\$1,500.00
Content Specialist	ESL	3.0% of salary	\$1,500.00
Content Specialist	World Language	3.0% of salary	\$1,500.00
High School Department Liaison	Science	2.0% of salary	\$1,100.00
High School Department Liaison	Math	2.0% of salary	\$1,100.00

High School Department Liaison	Social Studies	2.0% of salary	\$1,100.00
High School Department Liaison	English/Library/ESL	2.0% of salary	\$1,100.00
High School Department Liaison	World Language	2.0% of salary	\$1,100.00
High School Department Liaison	Electives and Special Areas	2.0% of salary	\$1,100.00
High School Department Liaison	Special Education	2.0% of salary	\$1,100.00
High School Department Liaison	Freshman Center	1.5% of salary	\$900.00
High School Department Liaison	Guidance	1.5% of salary	\$900.00
Course Leaders	ALL (12 positions)	1.0% of salary	\$700.00
Instructional Coach	K-12 (3 positions)	2.0% of salary	\$1,100.00

k. 2016-2017 Instructional Coach

Chad Evans
Kelly Cramer
Lynne Morgan

1. 2016-2017 Content Specialists

Chad Evans - Social Studies
Alaina Wert - World Language

*Contingent upon meeting all statutory requirements

2. Termination

Edward Migliore - Professional Employee - Effective: June 23, 2016

3. Resignation

Rebecca Giampa – Temporary Professional Employee – Effective: June 30, 2016

D. 2015-2016 Unit Pay

1. Employment

- a. Karen Brown – Milford Play Assistant II – Salary: \$309.81
- b. Brett Farley – SHS Play Director (1/2) – Salary: \$929.43
- c. Rebecca Kelly – SHS Play Director (1/2) – Salary: \$929.43

2. Rescind the January 28, 2016 approval of Virginia Woodbury as the Milford Play Assistant II for the 2015-2016 school year
3. Termination of Advisors/Coaches/Game Workers due to inactivity – Effective: June 9, 2016

Durrell Benner
 Frances Corl
 Paul Edwards
 James Goodman
 Ashley Guent
 Michael Jones
 Donald Koch
 Kelsey Kriebel
 Jason McFadden
 Craig Ollivier
 Joseph Parylak
 Edward Pfenninger
 Craig Pursel

Kyle Ruane
 Kelly Sally
 Christopher Sipes
 Angela Smith
 Brian Tennis
 Michelle Woofenden
 Stephen Cherrybon
 Francis Licopoli
 Robert Taylor
 George Blair
 Rebecca Kenzakowski
 John Sabol

E. Supervisory/Technology Staff

1. Transfer
 Robert Christine – Transfer from Lead Maintenance Custodian to Supervisor of Maintenance Services – Effective: July 1, 2016 – Salary: \$79,900 prorated

F. Support Staff

1. Leave
 Dennis Rothenberger – Custodian – Paid leave effective: June 8 through August 31, 2016
2. Transfer
 Amy Arnold – Transfer from Aide/S to Instructional Aide/B – Effective: August 23, 2016 – Salary: \$13.30 per hour
3. Resignations
 - a. Beverly Nice – Instructional Aide/A – Resignation effective: June 9, 2016
 - b. Melissa Fuentes – Instructional Aide/B – Resignation effective: June 9, 2016
 - c. Hildegard Robbins – Instructional Aide/B – Resignation effective: June 9, 2016
 - d. Molly Horlacher – Instructional Aide/A – Resignation effective: June 9, 2016
 - e. Stacy Bunn – Secretary/B – Resignation effective: June 9, 2016

4. Employment

Maria Perez* - Instructional Aide/B – Effective: August 29, 2016 – Salary: \$14.86 per hour

Genevieve Dimmick* - Instructional Aide/B – Effective: August 23, 2016 – Salary: \$14.86 per hour

5. Separation Agreement

Approval of Separation Agreement between Scott Bosworth and Quakertown Community School District, thereby rescinding termination and accepting resignation.

*Contingent upon meeting all statutory requirements

G. Source4Teachers Addendum

The Human Resources Department recommends the approval of the Addendum between Source4Teachers and Quakertown Community School District.

H. Amendment to Employment Agreement

The Human Resources Department recommends the approval of the First Amendment to Employment Agreement with Nancianne Edwards.

I. VOTE on Human Resources Consent Agenda

Mr. Smith began a discussion on Source4Teachers fill rate and asked what they are doing to improve their fill rate. Dr. Harner explained that this is a national problem and Source4Teachers was here a few board meetings ago and answered board questions. He explained that things are happening at the legislative level. Mr. Schoch explained that the building sub model is helping improve the fill rate and that the current fill rate is slightly higher than a few months ago.

RESOLVED THAT, subject to the terms and conditions of any applicable agreements which are ratified or affirmed herewith, the Quakertown Community School district approves the personnel items as presented.

May I have a motion to adopt the above resolution and approve the personnel items as recommended.

Motion by Steaven Klein, second by Stephen Ripper.

Final Resolution: Motion Passed

Yes: Dwight Anderson, Ronald Jackson, Jonathan Kern, Steaven Klein, Stephen Ripper, Austin Sedicum, Charles Shermer, Robert Smith, Paul Stepanoff

15. Public Comment on Curriculum & Instruction Items Presented for a Vote

None

16. Curriculum & Instruction Consent Agenda

A. Approve Contract with College Board for PSAT

Administration is recommending approval of a contract with College Board for PSAT 10 and PSAT 8/9 for the 2016-17 school year at a cost of \$7,721.50 reflecting a cost savings of \$3,000 for approval prior to June 30.

B. VOTE on Curriculum & Instruction Consent Agenda

Dr. Harner explained that this contract will allow the 8th and 10th graders to take the psat.

Motion by Austin Sedicum, second by Ronald Jackson.

Final Resolution: Motion Passed

Yes: Dwight Anderson, Ronald Jackson, Jonathan Kern, Steaven Klein, Stephen Ripper, Austin Sedicum, Charles Shermer, Robert Smith, Paul Stepanoff

17. Public Comment on Policies and Program Items Presented for a Vote

None

18. Policy and Programs Consent Agenda

A. Approval of Board Policies

The Policy Committee is recommending the Board approve the following policies which have been presented to the board at two separate meetings and are to be added to the Districts' active online policies:

- 718 Service Animals in Schools
- 317 Conduct / Disciplinary Procedures - Administrative Personnel
- 417 Conduct / Disciplinary Procedures - Professional Personnel
- 303 Employment of Administrative Employees
- 403 Employment of Professional Employees
- 503 Employment of Classified Employees
- 823 Naloxone
- 609 Investment of District Funds
- 626 Federal Fiscal Compliance
- 626.1 Travel Reimbursement - Federal Programs
- 827 Conflict of Interest

B. Retire Board Policy

The Policy Committee recommends the board approve the deletion of Policy 609 Investment of District Funds dated September 24, 2015. A new revised policy for Investment of District Funds is being recommended.

C. Acknowledge Completion of 2015-16 Superintendent Goals – 97.2% Completed

The Board acknowledges the successful completion of 97.2% of the Superintendent's goals for 2015-2016 according to the Superintendent's contract

D. Approval of 2016-17 Superintendent Goals and Metrics

The Board prepared and set the Superintendent's goals for the 2016-2017 school year according to the Superintendent's contract.

E. Student Discipline Matter - Student # 15736

BE IT RESOLVED, that the action of the Administration of the Quakertown Community School District in the determination of the appropriate discipline related to Student # 15736 is hereby accepted and that the Agreement dated May 2016 in this matter is hereby ratified in all respects as the action of the Board of School Directors of the Quakertown Community School District.

F. Student Discipline Matter - Student # 15515

BE IT RESOLVED, that the action of the Administration of the Quakertown Community School District in the determination of the appropriate discipline related to Student number 15515 is hereby accepted and that the Agreement in this matter is hereby ratified in all respects as the action of the Board of School Directors of the Quakertown Community School District.

G. Student Settlement Agreement - Student #21981

The Pupil Services Department recommends the Board approve a settlement agreement prepared by our solicitor for special education student number 21981 for extended school year services from July 12, 2016 through August 4, 2016 at a cost of approximately \$1,800.00.

H. Agreement with Wordsworth Academy

The Pupil Services Department recommends approval of a Letter of Agreement with Wordsworth Academy for Extended School Year Educational program for one special education student number 22516 at a cost of \$10,585.00 from June 27, 2016 through August 5, 2016.

I. Agreement with The Pathway School

The Pupil Services Department recommends approval of a contract with Pathway School for extended school year services for one special education student number 22988 at a cost of \$8,500.00 effective on July 11, 2016 through August 19, 2016

J. VOTE on Policy and Programs Consent Agenda

Motion to approve Policy and Programs Consent Agenda as presented.

Motion by Ronald Jackson, second by Austin Sedicum.

Final Resolution: Motion Passed

Yes: Dwight Anderson, Ronald Jackson, Jonathan Kern, Steaven Klein, Stephen Ripper, Austin Sedicum, Charles Shermer, Robert Smith, Paul Stepanoff

19. Information Items

A. Suspension Report June 2016

B. Suspension Report May 2016
C. Personnel Background Information

20. Communications

None

21. Board Comment (New Business)

None

22. Public Comment

None

23. Dates For Board Members Calendars

Thursday, June 23, 2016	5:45 pm	Policy Committee Meeting Board Caucus Conference Room #3
	6:00 pm	Finance Committee Meeting Community Room A
	6:30 pm	Information Session with Mr. Garton
	6:40 pm	Executive Session Board Caucus Conference Room #3
	7:00 pm	Regular Voting Meeting Community Room, DSC
NO MEETINGS SCHEDULED IN JULY		
Thursday, August 4, 2016	6:00 pm	Facilities Committee Meeting Community Room A
Thursday, August 11, 2016	6:00 pm	Education / Curriculum Committee Meeting Community Room A
	7:00 pm	Board Work Session Community Room, DSC
Thursday, August 25, 2016	5:45 pm	Policy Committee Meeting Board Caucus Conference Room #3
	6:00 pm	Finance Committee Meeting Community Room A
	7:00 pm	Regular Voting Meeting Community Room, DSC

24. Adjournment

Motion to adjourn the meeting at 8:30 pm.

Motion by Jonathan Kern, second by Stephen Ripper.

Final Resolution: Motion Passed

Yes: Dwight Anderson, Ronald Jackson, Jonathan Kern, Steaven Klein, Stephen Ripper, Austin Sedicum, Charles Shermer, Robert Smith, Paul Stepanoff

Paul Stepanoff, Board President

Alice K. Bishop, Board Secretary