

DANIEL BOONE AREA BOARD OF SCHOOL DIRECTORS

Matthew Brooke Professional Building
Suite 70
Birdsboro, PA 19508

November 21, 2011

AGENDA

1. Call to Order – President, Andrew G. Basile
2. Pledge of Allegiance
3. Roll Call
4. Announcements
5. Procedures for Public Participation
6. Presentations by Public on Agenda Items
7. Recognition for November - none
8. Routine Approvals
 - A. It is recommended that the Board of Directors approve the minutes of the October 24, 2011 School Board Meeting as prepared by prior Board Secretary Margaret Fiset and the November 14, 2011 Committee of the Whole Meeting
 - B. It is recommended that the Board of Directors accept the following Financial Reports:
 1. Cafeteria Statement
 2. Treasurer's Report
 3. General Fund Statement
 4. General Fund Budget Sheet
 5. Student Activities
 6. Capital Reserve Fund
 7. Trial Balance
 8. Construction Fund
 - C. It is recommended that the Board of Directors approve Payment of Bills for the month of November 2011, as listed in the financial packet
9. Presentations by Board Members
 - A. Secretary's Correspondence – Mr. McCullough
 - B. Berks County Intermediate Unit Board Report – Mrs. Hartzell
 - C. Berks Career & Technology Board Report – Ms. Twardowski

- D. Student Government Report (reports to be given in January and May)
 - E. Legislative Report – Mr. Sheehan
 - F. Other Reports -
10. Buildings and Grounds
11. Financial Approvals
- A. It is recommended that the Board of Directors approve the attached course and credit requests for tuition reimbursement, salary step move and/or advanced certification (attachment #1)
 - B. It is recommended that the Board of Directors accept Audit/Financial Reports from Reinsel Kuntz Leshner for Local Tax Collectors for the year ending December 31, 2010
 - C. It is recommended that the Board of Directors approve the purchase of permanent service trays for the high school to reduce paper costs from Singer Equipment Company at a total cost of \$7,188.00 (lowest of three quotes to be taken from cafeteria funds)
 - D. It is recommended that the Board of Directors approve real estate exonerations from the Keystone Opportunity Zone
 - E. It is recommended that the Board of Directors accept the 2010-11 local audit by Herbein and Company
12. Personnel Approvals
- A. It is recommended that the Board of Directors approve the following Retirements/Resignations:
 - 1. Classified
 - a. Karen Jones, Birdsboro Elementary Center special ed building aide, less than 5 hours resignation effective December 7, 2011
 - b. Angelina Kutz, Middle School special ed building aide, less than 5 hours resignation effective November 18, 2011
 - B. It is recommended that the Board of Directors approve the following Leaves:
 - 1. Professional
 - a. Samantha Cooke, Amity Intermediate Center grade 3 teacher, extending FMLA from November 29, 2011 through January 2, 2012
 - b. Kelly Dippolito, High School Learning Support Teacher, child bearing/child rearing leave of absence followed by an FMLA beginning approximately March 11, 2012 until the end of the 2011-12 school year
 - c. Donna Hinkle, Middle School World Cultures Teacher, extending FMLA from December 12, 2011 through January 3, 2012
 - d. Jaime Leiderman, Monocacy Elementary Center kindergarten teacher, extending FMLA from January 3, 2012 through the end of the 2011-12 school year

- e. Rebecca Potts, MEC/DBMS school psychologist, child bearing/child rearing leave of absence followed by an FMLA beginning approximately October 31, 2011 through January 27, 2012
2. Classified
 - a. Michelene Greene, High School special ed one-on-one aide, FMLA Leave of Absence beginning October 24, 2011 through the end of the 2011-12 school year as needed
- C. It is recommended that the Board of Directors approve the following Appointments:
1. Professional
 - a. Kelley Lopata, Monocacy Elementary Center long-term substitute kindergarten teacher, at \$42,785.00 pro-rated, extended January 3, 2012 through the end of the 2011-12 school year (for J. Leiderman)
 2. Classified
 - a. Kerry Masurek-Smith, Birdsboro Elementary Center Level II building aide, 3 hours per day, 183 days per year at \$13.03 effective December 5, 2011 (replaces E. Gleason)
 - b. Demetra Crooks, Amity Intermediate Center Level II special ed building aide, 3 hours per day, 183 days per year, at \$13.03 effective November 29, 2011 (replaces P. Michalski)
 3. Extra Curricular
 - a. Jim Crognale, Middle School 8th grade basketball coach at \$2,800.00 (corrected salary from \$3,700.00) effective October 25, 2011
 - b. Joseph Germani, High School JV head wrestling coach at \$3,000.00 effective November 22, 2011 (replaces S. Flood)
 - c. Sarah Hampton, High School girls basketball volunteer coach effective November 22, 2011
 - d. Traci Huddleson, Middle School 8th grade girls' basketball coach at \$2,800.00 (corrected salary from \$3,200.00) effective November 22, 2011
 - e. Joseph Imes, volunteer Middle School volleyball coach effective September 20, 2011
 - f. Scott Moulin, High School boys varsity bowling head coach at \$1,300.00 effective November 22, 2011 (replaces D. Hiser)
 - g. John Oram, High School 2011-12 TSA club advisor at \$1,110 (new position)
 - h. Nathaniel Soto, volunteer High School wrestling coach effective November 22, 2011
 - i. Tony Spalding, Middle School wrestling head coach at \$2,900.00 effective November 22, 2011

- j. Courtney Werley, High School 2011-12 musical co-director at \$832.50 (corrected salary for shared position) (replaces K. Risell)
 - k. Emily Cornish, High School 2011-12 musical co-director at \$832.50 (shared position) (replaces K. Risell)
 - 4. Substitutes
 - a. Bernard Nowotarski, Jr. – Social Studies
 - 5. Volunteers
 - a. Diana Longin Bechtel
 - b. Susan Engle
 - c. Joan Elizabeth Hughes
 - d. Tina Jolivette
 - e. Leslye Jones
 - f. Marian Kirk
 - g. Susan Kresge
 - h. Christa Oister
 - i. Kathy Reppert
 - j. Nancy Salvatore
 - k. Stacey Scheuring
 - l. Staci Spannuth
 - m. Sophia Stier
 - n. Wendylee Sweet
 - o. Teresa Walter
 - p. Charles Wedemeyer
 - q. Lauren Young
- D. It is recommended that the Board of Directors approve the following Transfers:
 - 1. Classified
 - a. Nancy Unruh, High School full time special ed one-on-one aide transfer to Birdsboro Elementary Center café server/dishwasher, Level I 178 days per year, less than 5 hours per day, at \$14.63 per hour effective November 9, 2011 (replaces M. McCall)
 - b. Tara Jennings, High School Level II receptionist transfer to High School Level II special ed one-on-one aide, 183 days per year, 7 hours per day at \$14.27 per hour effective November 9, 2011 (replaces N. Unruh)
 - c. Justine Barrales, Monocacy Elementary Center Level II special ed building aide, less than 5 hours transfer to Birdsboro Elementary Center special ed building aide, less than 5 hours per day, 183 days per year, effective December 7, 2011 (replaces K. Jones)
 - d. Gwen Good-Price recalled to Monocacy Elementary Center Level II special ed building aide, less than 5 hours per day, 183 days per year, effective December 7, 2011 (replaces J. Barrales)
 - e. Debbie Scheifley, Amity Primary Center building aide, less than 5 hours transfer to Level 1 District Computer Technician, less than 5 hours per day, 183 days per year, \$15.93 per hour, effective November 28, 2011 (new position)

- f. Barbara Dick, Birdsboro Elementary Center Level II special ed building aide, less the 5 hours transfer to Amity Primary Center building aide, 3 hours per day, 183 days per year, effective December 5, 2011 (replaces D. Scheifley)
- g. Elaine Gleason, Birdsboro Elementary Center building aide, less than 5 hours transfer to Birdsboro Elementary Center Level II 3 hour special ed building aide and .5 hour building aide, 183 days per year, effective December 5, 2011, (replaces B. Dick for 3 hour sp ed building aide)
- h. Lisa Thompson, Monocacy Elementary Center building aide, less than 5 hours transfer to Middle School Level II special ed building aide, 3 hours per day 183 days per year, effective November 29, 2011 (replaces A. Kutz)
- i. Patricia Michalski, Amity Intermediate Center special ed building aide, less than 5 hours transfer to Monocacy Elementary Center Level II building aide, 3.5 hours per day, 183 days per year, effective November 29, 2011 (replaces L. Thompson)

13. Programs

- A. It is recommended that the Board of Directors approve HS Class of 2012 Senior Class Trip to New Jersey, May 30, 2012 (approx. 200 students) (to be paid by students)
- B. It is recommended that the Board of Directors approve boys and girls tennis as a varsity club, subject to PIAA rules, for the 2011-12 school year with all costs of running the program to be non-district funded.

14. Policy

- A. It is recommended that the Board of Directors approve revised Policy #808 Transportation
- B. First reading/acknowledgement of revised Policy #005 Organization

15. Transportation

16. Old Business

17. New Business

18. Presentations by Public on Issues

19. Adjournment

Informational Items

Conference Requests

December 8, 2011 Betsy Gaynor to BCIU for Intro to PODD System Communication Books
December 19, 2011 Melanie Heffer to PATTAN Harrisburg for RTII Workshop
February 21-24, 2012 Tammy Campli to Philadelphia for NASP Annual Convention

Field Trip Requests

November 1, 2011 HS Life Skills Class to Wyomissing (9 students)
November 8, 2011 HS Life Skills Class to Douglassville Redner's (9 students)
November 16, 2011 HS Life Skills Class to Island Pizza (8 students)
November 18, 2011 Academic Challenge to BCIU for challenge match 1 (9 students)
December 5, 2011 HS Life Skills Class to Wyomissing (9 students)
December 6, 2011 Academic Challenge to Penn State Berks for challenge match 2 (9 students)
(snow date December 16, 2011)
December 9, 2011 HS Choir to Hershey for Christmas performance (36 students)
December 16, 2011 HS Choir to Keystone Villa for holiday performance (36 students)
December 13, 2011 HS Life Skills Class to Douglassville Redner's (9 students)
December 21, 2011 HS Life Skills Class to Exeter Dairy Queen (8 students)
January 9, 2012 Academic Challenge to Kutztown University for challenge match 3
(9 students) (snow date January 27, 2012)
February 15, 2012 Academic Challenge to Albright College for challenge match 4 (9 students)
(snow date February 27, 2012)

Fundraising Requests

October 20-31, 2011 DB Relay for Life to sell passes for Pink Day picture
October 24 -
November 10, 2011 Sports Boosters to sell cookie dough
November 2011-
January 2012 Wrestling team to sell raffle tickets
November 1-15, 2011 HS Golf Team to sell subs, pizza and pretzel rolls
November 8-
December 4, 2011 Class of 2013 to sell Sweet Street Desserts
November 8-15, 2011 Class of 2013 to sell florist cards
November 11-
December 5, 2011 HS Spanish Club to sell Down to Earth Coffee
November 15-18, 2011 APC first grade to sell Philly Pretzel Factory Pretzels

November 29-
December 22, 2011 HS Choir to sell rubber bracelets that say "Music Heals"

November 2011 -
April 2012 HS Spanish Club to sell tacos

December 1-22, 2011 Class of 2014 to sell rubber ducks in winter theme

December 10, 2011 Class of 2015 to sell raffle tickets for gift baskets

Use of Facilities

September 26-
April 11, 2012 Odyssey of the Mind – MEC Team
to use MEC Library or LGI for practice (no fee)

November 9-10, 2011 Blazer Midget Football & Cheerleading to use MS Café for uniform hand in
(no fee)

November 15, 2011-
June 14, 2012 Odyssey of the Mind to use MEC library (no fee)

January 9 & 23, 2011 Girl Scout Brownie Troop to use MEC library for troop meetings (no fee)

March 30-31, 2011 DB Optimist Club Spring Craft Show (fee)

DANIEL BOONE AREA SCHOOL DISTRICT
CONDENSED TREASURER'S REPORT
HIGHLIGHTS FOR THE MONTH OF OCTOBER, 2011

General Fund

- ⇒ Total receipts \$3,989,251.35
- ⇒ Total disbursements \$3,290,922.29
- ⇒ Total revenues are \$122,422.26 lower compared to October, 2010
- ⇒ Total expenditures are \$212,404.29 higher compared to October, 2010
- ⇒ Received 67.66% of revenue as compared to budget
- ⇒ Expended 28.99% of expenses as compared to budget
- ⇒ Total percentage of tax collection is 0.91% higher as compared to last year

Capital Funds

- ⇒ Capital reserve cash balance \$486,806 after committed projects; \$135,018 is set aside for the Union Township Parking Escrow
- ⇒ Capital project cash balance \$917,109 after committed projects; \$177,820 is set aside for the Union Township Stadium Escrow

STATUS OF BALANCES

October, 2011

General Fund

PSDLAF Checking Account	\$ 2,852,091.39
Money Market Account (PSDLAF)	\$ 79,918.72
PSDLAF Max Account	\$ 5,632,293.46
Money Market Account (PLGIT)	\$ 9,880.90
Tax Account - VIST	\$ 630,184.19
General Fund - VIST	\$ 921,297.15
VIST Inv.	\$ 5,726.30
Tax Refund Account	\$ 63,824.93
National Penn Tax Account	\$ 2,677,932.98
	<u>\$ 12,873,150.02</u>

Capital Reserve

Money Market (PLGIT)	\$ 82,945.41
PSDLAF	\$ 603.76
VIST	\$ 27,234.74
PSDLAF Max	\$ 431,788.29
	<u>\$ 542,572.20</u>

Café

VIST	\$ 378,361.98
PSDLAF Checking	\$ 38,395.30
	<u>\$ 416,757.28</u>

Construction Fund

PSDLAF Checking	\$ -
PSDLAF MAX	\$ -
	<u>\$ -</u>

Future Projects

PSDLAF Checking	\$ 47,469.04
PSDLAF Accts from "31"	\$ 385.82
Wachovia	\$ -
Wachovia	\$ -
Bond Proceeds	\$ 869,334.11
	<u>\$ 917,188.97</u>

Wachovia Fund 27

PSDLAF	\$ 1,242,215.56
Wachovia	\$ 116.89
	<u>\$ 1,242,332.45</u>

**DANIEL BOONE AREA SCHOOL DISTRICT
2011-2012 BUDGET**

Revenue Budget Summary

Revenue Category	2011-12 Budget	2011-12 Receivables	2011-12 Revenues as of 10-31-11	2011-12 Available Balance	% Year to Date/ Budget
Local Revenue	33,233,910	-	27,523,333	5,710,576	82.82%
State Revenue	14,633,184	-	5,459,988	9,173,196	37.31%
Federal Revenue	950,606	-	60,921	889,685	6.41%
Other Financing Sources	20,648	-	-	20,648	0.00%
TOTAL	48,838,348	-	33,044,242	15,794,106	67.66%

Expenditure Budget Summary

Expenditure Category	2011-12 Budget	2011-12 Encumbrances	2011-12 Expenditures as of 10-31-11	2011-12 Available Balance	% Year to Date/ Budget
Salaries	23,159,235	-	5,116,701	18,042,535	22.09%
Benefits	8,213,459	-	2,621,898	5,591,561	31.92%
Purchased Prof. and Technical Services	2,466,233	36,640	316,845	2,112,748	14.33%
Purchased Property Services	766,802	3,487	312,054	451,261	41.15%
Other Purchased Services	5,305,457	678	1,170,684	4,134,094	22.08%
Supplies	2,356,174	31,010	751,178	1,573,985	33.20%
Equipment	114,341	3,647	91,243	19,452	82.99%
Other Objects	2,609,458	15,440	1,336,490	1,257,528	51.81%
Other Uses of Funds	4,487,913	-	2,534,232	1,953,681	56.47%
TOTAL	49,479,072	90,902	14,251,324	35,136,845	28.99%

Shortfall

Use (Source) of Fund Balance

640,724
49,479,072

(18,792,917)
14,251,324

DANIEL BOONE AREA SCHOOL DISTRICT
Property Tax Collection Report

	2008-2009		2009-2010		2010-2011		2011-2012	
		%		%		%		%
Tax Levy	28,173,797.87		28,103,396.70		28,862,813.10		29,327,718.83	
Budget \$	26,319,225.00		26,473,150.00		27,377,775.00		27,802,351.00	
Collection (Flat):								
July	2,314,917.32	8.22%	2,324,641.89	8.27%	2,714,784.41	9.41%	2,685,658.52	9.16%
August	19,255,452.33	76.56%	20,342,471.27	80.66%	21,107,398.48	82.54%	21,773,841.79	83.40%
September	1,825,315.05	83.04%	1,088,746.06	84.53%	966,298.38	85.88%	1,038,088.62	86.94%
October	1,725,711.75	89.17%	1,550,891.25	90.05%	1,400,638.92	90.74%	1,380,492.33	91.65%
November	443,373.89	90.74%	445,694.24	91.63%	738,713.16	93.30%		91.65%
December	417,287.60	92.22%	441,507.46	93.21%	435,214.31	94.80%		91.65%
January	48,326.23	92.39%	33,222.50	93.32%	103,501.75	95.16%		91.65%
February	*	92.39%	-	93.32%	-	95.16%		91.65%
March	*	92.39%	-	93.32%	-	95.16%		91.65%
April	*	92.39%	-	93.32%	-	95.16%		91.65%
May	*	92.39%	-	93.32%	-	95.16%		91.65%
June	*	92.39%	-	93.32%	-	95.16%		91.65%
State Allocation	1,191,151.43	96.62%	1,194,736.03	97.58%	1,198,963.04	99.32%	1,197,237.77	95.73%
* No collection activity since unpaid taxes as of 12/31 are turned over to Berks County Tax Claim Bureau.								

Daniel Boone Area School District
 Capital Reserves Fund
 Cash Flow Projection
 As of October 31, 2011

	Cash		Project Cost			Notes
	Balance	Estimated	Encumbered	Actual -Paid	Variance	
Balance September 30, 2011	\$ 542,533					
Union Township Campus Parking Escrow	\$ 135,018					
Total Capital Reserve Funds Available Less Escrow	\$ 542,533					
Architerra Fee/Union Township - 200 Parking Spots		\$ 107,381	\$ -	\$ 249,026	\$ (141,644.67)	Invoices paid 3/8/10, 4/12/10, 4/20/10, 4/21/10, 4/26/10, 5/11/10, 5/26/10; Invoices paid 6/29/10, 7/13/10, 8/4/10, 8/12/10, 8/18/10, 9/14/10, 9/30/10, 10/11/10, 10/29/10, 11/9/10, 11/19/10, 12/14/10, 12/22/10, 1/19/11, 1/28/11, 2/8/11, 2/23/11, 3/14/11, 5/11/11, 6/15/11, 7/7/11, 8/16/11, 9/21/11, 10/7/11
CC & M - Electrical Construction 200 Parking Spaces		\$ 197,145	\$ -	\$ 197,145	\$ -	Invoices paid 9/30/10, 10/29/10, 12/2/10, 12/23/10, 3/1/11, 9/27/11
Additional Security Cameras - High School		\$ 9,500	\$ 2,342	\$ 7,158	\$ -	Board Approved 5/24/10; Invoices paid 5/24/11, 8/11/11
Boiler - Amity Primary Center		\$ 107,232	\$ 53,350	\$ 53,882	\$ -	Board Approved 6/27/11; Invoices paid 8/11/11, 9/27/11
Total		\$ 421,258	\$ 55,692	\$ 507,211	\$ (141,644.67)	
Uncommitted projects		\$ -				
Capital Reserve Balance After Committed Projects	\$ 486,806					
Balance September 30, 2011 - New Elementary	\$ 917,300					
Balance September 30, 2011 - Union Township Escrow	\$ 177,820					
Total Construction Funds Available Less Escrow	\$ 917,300					
Outdoor Facility Enhancement			\$ (0)	\$ 3,373,092		Architect, Contractors, etc.
Total			\$ (0)	\$ 3,373,092		
Construction Fund Balance After Committed Projects	\$ 917,109					
Total Capital Funds Available	\$ 1,403,915					