

DRAFT – NOT APPROVED BY THE BOARD

QUAKERTOWN COMMUNITY SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS

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

Minutes of the Thursday, January 9, 2014 Work Session

I. Call to Order: 7:00 pm

President Stepanoff called the meeting to order.

II. Flag Salute

Mr. Stepanoff explained that the meeting format will change to hold a work session on the 1st meeting of the month and a voting meeting on the 2nd meeting of the month.

III. Roll Call

<u>Board of School Directors</u>	<u>Present</u>	<u>Absent</u>
Mr. Paul Stepanoff, President	X	
Mr. Gary Landes, Vice President	X	
Mr. Dwight Anderson	X	
Mrs. Anna Cattie	X	
Mrs. Joyce King	X	
Mr. Stephen Ripper	X	
Mr. Charles Shermer	X	
Mr. Robert Smith	X	
Mrs. Fern Strunk	X	
Dr. Lisa Andrejko, Superintendent (Non-voting Member)		
Mrs. Alice K. Bishop, Non-Member Secretary		

Others Present

Ms. Nancianne Edwards, Director of Human Resources
Dr. Suzanne Laverick-Stone, Assistant to the Superintendent
Mr. Robert Riegel, CPA, Business Administrator/Treasurer

IV. Superintendent's Report

Possible Middle School Boundary Change

Dr. Andrejko introduced Mr. Al Rosenberger from Levy's Bus Company who presented a possible middle school boundary change to evenly distribute the student population between Strayer and Milford. The ratio we are striving for is: 1/3 of middle schools students at Milford

and 2/3 at Strayer. Board discussion ensued on the long range effect of moving the students and the most appropriate area to move. The decision will need to be made by early April if there are staffing changes and the end of May for bus changes.

The board requested information on the building capacity of the two middle schools and information about staffing changes that would be required if the boundary remains the same.

Budget Process Discussion

1. Opt out of exceptions

Finance committee discussed opting out of exceptions for the 2014-15 budget and using the Act 1 Index as the budget ceiling of 2.1%. Mr. Riegel explained how the budget calendar and approvals would be affected.

Mr. Stepanoff polled the board to see if they would be willing to vote on a budget using the Act 1 Index for the 2014-15 budget. Board discussion ensued. The opt-out motion will be on the January 23 meeting agenda for approval.

2. Per Capital Tax

Mr. Smith explained the savings vs. the costs of eliminating the per capita tax. Mr. Riegel explained the background of the tax office and the need for maintaining it on a part time basis. Mr. Riegel reported that the net loss in revenue to the district is approximately \$50,000. The board would like to eliminate the per capita tax at an upcoming meeting.

Student Learning Objective (SLOs)

Chris Roth provided an update on the legislated teacher effectiveness system and evaluation plan. The next phase of the plan includes the elective piece of the plan. The elective data includes district designed measures and exams, standardized tests and student portfolios pursuant to local requirements. He explained how the district is preparing for this plan. This would replace the existing Student Achievement Goal. The teachers would create collaboratively by grade/course and would be facilitated by the Learning Facilitators in the Curriculum Department. The board would like a progress report in early March.

V. President's Report

Discussion Items

1. Public comment

The Policy committee will add a public comment section prior to every vote and board discussion in the consent agenda.

2. Committees, meeting dates

Standing committees will begin meeting next month and the board will appoint ad-hoc committees as needed. The Board Secretary will advertise the meetings and post the schedule on the website.

- a. Facility committee, Bob Smith, Chair
 - i. 6:00 pm, 1st Thursday of month
- b. Policy committee, Joyce King, Chair
 - i. 6:00 pm, 1st Thursday of month
- c. Curriculum committee, Anna Cattie, Chair

- i. 6:00 pm 1st Monday of month
3. Meeting format
The board will hold work sessions at 1st meeting of the month, and regular voting meetings at the 2nd meeting of the month. Our current policy reflects that format.
4. Superintendent's Report
At the end of the regular meeting, the Board and Superintendent will discuss the topic of a future Superintendent report.
5. Solicitor
Professional Services will be appointed at the next meeting. Any on-going professional services will not be interrupted.
6. Nominating Committee
The Policy Committee will change the procedure for the nominations during the re-organization meeting to follow the procedure of taking nominations from the floor.
7. Solicitor Training - January 23
Mr. Garton from Begley, Carlin & Mandio LLP is scheduled to attend the meeting to provide training on any issues the board is interested in covering. Board Members should submit questions prior to the meeting to the Board President.
8. Organizational Change - Business Administrator and Director of Human Resources report directly to board.
Tonight the Board will vote to create a committee to determine how that would work.
9. Appointment of Professional Services
 - a. Architect
 - b. Auditor
 - c. Financial Advisor
 - d. Solicitor of record
 - e. Other Legal Services
 - f. Engineer

Mr. Ripper wants to look at the issue of substitutes and believes there should be a policy on subs.
Ms. Edwards will provide information to the Board.

PUBLIC COMMENT

None

VI. Adjournment

The meeting adjourned at 8:55 PM

Paul Stepanoff, Board President

Alice K. Bishop, Board Secretary

End of Work Session

Regular Voting Meeting

QUAKERTOWN COMMUNITY SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS

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

Minutes of the January 9, 2014 Regular Voting Meeting

I. CALL TO ORDER: 7:00 PM

President, Paul Stepanoff called the meeting to order with a quorum present as indicated in the roll call below. He announced an executive session was held prior to tonight's meeting to discuss a personnel issue and announced that the meeting is being recorded by the board secretary.

II. FLAG SALUTE

III. ROLL CALL:

<u>Board of School Directors</u>	<u>Present</u>	<u>Absent</u>
Mr. Paul Stepanoff, President	X	
Mr. Gary Landes, Vice President	X	
Mr. Dwight Anderson	X	
Mrs. Anna Cattie	X	
Mrs. Joyce King	X	
Mr. Stephen Ripper	X	
Mr. Charles Shermer	X	
Mr. Robert Smith	X	
Mrs. Fern Strunk	X	
Dr. Lisa Andrejko, Superintendent (Non-voting Member)		
Mrs. Alice K. Bishop, Non-Member Secretary		

Others Present

Ms. Nancianne Edwards, Director of Human Resources
Dr. Suzanne Laverick-Stone, Assistant to the Superintendent
Mr. Robert Riegel, CPA, Business Administrator/Treasurer

IV. APPROVAL OF MINUTES

May I have a motion to approve the minutes of the December 5, 2013 meeting of the Board of School Directors of the Quakertown Community School District.

Motion: Fern Strunk
Second: Charles Shermer

Result: Motion passed unanimously

V. ITEMS FOR BOARD ACTION (Possible Executive Session)

A. PUBLIC COMMENT

None

B. BOARD BUSINESS

1. ORGANIZATIONAL CHANGE

The Board President recommends forming an ad-hoc committee to develop details to affect the changes to the organizational chart.

May I have a motion to approve the above item.

Motion: Gary Landes

Second: Stephen Ripper

Discussion: President Stepanoff explained that he is proposing that the Director of Human Resources and Business Administrator report directly to the board and the benefits of doing so. Board members discussed the process for reviewing and evaluating them. The board would like to have more information on other districts that use this format and the solicitor's opinion.

Result: With a vote of Five (5) Ayes and Four (4) Nays by Mrs. Strunk, Mrs. King, Mr. Smith, and Mrs. Cattie the motion passed.

Mr. Finnerty presented logo examples for the high school that would be a standard logo for the new building and the athletic department.

2. PROFESSIONAL SERVICES APPOINTMENTS

The Board is recommending the appointments or re-appointments of the following professional services:

- a. Architect – The Architectural Studios, Allentown, PA
- b. Auditor – TBD by a Request for Proposal
- c. Financial Advisor for Bonds - Public Financial Management
- d. Solicitor of Record- Begley, Carlin & Mandio LLP, Langhorne, PA
- e. Other Legal Services
 - i. Fox Rothschild, LLP
 - ii. Sweet, Stevens, Katz & Williams, LLP
 - iii. Levin Legal Group, PC
- f. Engineer - Boucher & James, Inc. Doylestown, PA

Dr. Andrejko explained the need for other legal services to handle special education, negotiations, etc. President Stepanoff assured the board that on-going

work will continue with our current professional services and specialized legal services as needed.

May I have a motion to approve the items a, b, c, and e.

Motion: Gary Landes
Second: Dwight Anderson
Discussion: Mr. Smith would like to separate the solicitor and engineer from the vote. This vote is for a,b,c, and e.
Result: Motion passed unanimously

d. Solicitor of Record; Begley, Carlin & Mandio LLP, Langhorne, PA

Mr. Smith requested an explanation on the reason for changing the solicitor of record and why the Board President chose this particular law firm and if they have served the district in the past. President Stepanoff wants the solicitor to be able to answer questions at a board meeting and this new firm is very reputable. The cost for the new solicitor would be equal to or less than our current solicitor. Board discussion ensued. Mrs. Strunk praised the work of our current negotiations attorney.

Motion: Gary Landes
Second: Dwight Anderson
Result: With a vote of Six (6) Ayes and Three (3) Nays by Mrs. Strunk, Mr. Smith and Mrs. Cattie the motion passed.

f. Engineer – Boucher and James

Motion: Dwight Anderson
Second: Chuck Shermer
Discussion: President Stepanoff explained the board wants to appoint an engineer to start building a relationship with as they have with Richland and Haycock Townships. Mr. Ripper is familiar with the firm and highly recommends them. Board discussion ensued. Mrs. King suggested tabling the motion until the engineer can give a presentation to the board. Board questioned the reason for presenting this particular firm without looking at more than one firm.
Result: With a vote of Six (6) Ayes and Three (3) Nays by Mrs. King, Mr. Smith and Mrs. Strunk, the motion passed.

C. FISCAL CONSENT AGENDA

1. APPROVAL OF PLANCON H, PROJECT FINANCING, FOR GENERAL OBLIGATION BONDS

The Business Services Department recommends approval of PlanCon H, Project Financing, for Series B of 2013 for the Quakertown High School Project #3648.

2. APPROVE SUBMISSION OF PLANCON K

The Pennsylvania Department of Education (PDE) approval letter relative to PlanCon K, "Project Refinancing," for the Issuance of General Obligation Note, Series A of 2013 to Refund General Obligation Note, Series of 2009 has been received. The Business Services Department is recommending the Board approve submission to PDE.

3. MEN-O-LAN CHRISTIAN CAMP AND RETREAT CENTER

The Business Services Department is requesting approval of a Rental Group Contract Agreement with Men-O-Lan for 2014 Strayer Middle School Outdoor Education from Wednesday, June 4, 2014 through Friday, June 6, 2014 in the amount of \$10,215.13.

4. MEN-O-LAN CHRISTIAN CAMP AND RETREAT CENTER

The Business Services Department is requesting approval of a Rental Group Contract Agreement with Men-O-Lan for 2014 Life Skills Independent Camp from Thursday, May 14, 2014 through Friday, May 16, 2014 in the amount of \$450.00.

May I have a motion to approve the above fiscal items.

Motion: Joyce King
Second: Gary Landes
Result: Motion passed unanimously

D. HUMAN RESOURCES

RESOLUTION

Whereas, the Board of School Directors and Superintendent Lisa Andrejko have reached an agreement in principle with regard to a separation agreement and whereas the Board wishes to approve this agreement in principle tonight, now therefore be it resolved that:

1. The separation agreement in principle is approved with the understanding that implementation is expressly conditioned upon a fully executed document by no later than January 17, 2014 with an effective date of January 24, 2014, and

2. The President of the Board is authorized to execute this agreement on behalf of the Board of School Directors.

May I have a motion to adopt the above resolution.

Motion: Anna Cattie
Second: Joyce King
Discussion: Mrs. Cattie thanked Dr. Andrejko for her service.
Result: Motion passed unanimously

President Stepanoff opened the floor for Dr. Andrejko to address the board. Dr. Andrejko announced that she is retiring to restore her health. She will be taking a leave of absence then will retire. She repeated her 2013 opening day speech which focused on keeping all children at the center of decision making.

President Stepanoff thanked her for her leadership through many difficult years and appreciates her service to the district.

The board and audience gave Dr. Andrejko a standing ovation in appreciation for her years of service.

PROFESSIONAL STAFF

1. Resignation

- a. Courtney Copeland – Teacher – Effective: January 9, 2014
- b. Lauren Witts – Long Term Substitute Teacher – Effective: January 03, 2014

2. Employment

- a. Adam Lynn – (.4) Temporary Professional Employee – Effective: September 30, 2013 – Education: University of North Texas and Lamar University – Home: Telford – Salary: \$26,538 pro-rated.
- b. Andrea Dressnandt – Long Term Substitute– Effective: December 01, 2013 through the second semester of the 2013-2014 school year only – Education: Holy Family University and Chestnut Hill College – Home: Perkasio – Salary: \$40,564 pro-rated.

3. Change in Employee Status – Tenure 2013/2014 School Year

Caputo, Kristine, December 10, 2013

SUPPORT STAFF

1. Resignation
Samantha Myers – Aide (B) – Effective: December 20, 2013
2. Employment
*Harold Schulz– Part-time Courier (B) – Effective: TBD – rate of pay: \$12.00/ hour.
3. Transfer
Jean Ferrara – From Part-time Café Helper (B) to Part-time Café Cook (B) – rate of pay: \$15.00/ hour.

SUBSTITUTES

1. Employment
 - a. Additions to the 2013-2014 Teacher Substitute List

 Maiorino, James
 Frisch, Sandra
 *Anderson-Bey, Hasan
 - b. Additions to the 2013-2014 Aide Substitute List

 Kaseman, Brett

 *Contingent on submission of required paperwork

UNIT PAY FOR THE 2013-2014 SCHOOL YEAR

1. Employment
 - a. Athletics

ACTIVITY	POSITION	SCHOOL	LNAME	FNAME	SALARY
Basketball-Girls	Assistant I	Milford	Glaunert	Chris	\$1,621.29
Wrestling	Assistant II	Milford	Hovan	Scott	\$1,215.97
Wrestling	Head Coach	Milford	Seislove	Dan	\$2,431.94
Basketball-Boys	Assistant I	Senior	Butz	Kevin	\$4,458.56
Basketball-Boys	Head Coach	Senior	Keeler	Kevin	\$6,485.18
Basketball-Boys	Assistant II	Senior	Regan	Mike	\$2,837.26
Basketball-Boys	Assistant III	Senior	Taylor	Jonathan	\$1,215.97
Basketball-Girls	Assistant I	Senior	Daly	Megan	\$4,458.56
Swimming	Assistant I	Senior	Siegel	Sarah	\$2,431.94
Swimming	Head Coach	Senior	Wimmer	Brett	\$2,026.62
Swimming	Head Coach	Senior	Woods	Scott	\$2,026.62

Track-Girls Spring	Assistant III	Senior	Parsons	Jim	\$810.65
Track-Indoor Boys	Assistant III	Senior	Farrell	John	\$810.65
Track-Indoor Boys	Head Coach	Senior	McFadden	Jason	\$2,431.94
Track-Indoor Girls	Assistant III	Senior	Parsons	Jim	\$810.65
Track-Indoor Girls	Head Coach	Senior	Stetler	Sean	\$2,431.94
Wrestling	Assistant II	Senior	Doyle	Pat	\$2,837.26
Wrestling	Head Coach	Senior	Handel	Kurt	\$6,485.18
Wrestling	Assistant I	Senior	Poster	Bryan	\$4,458.56
Basketball-Boys	Head Coach	Strayer	Decker	Jordan	\$2,431.94
Basketball-Boys	Assistant I	Strayer	George	Dan	\$1,621.29
Basketball-Girls	Head Coach	Strayer	George	Dan	\$2,431.94
Basketball-Girls	Assistant I	Strayer	Pierce	Mathew	\$1,621.29
Soccer	Assistant I	Strayer	Decker	Jordan	\$1,621.29
Wrestling	Head Coach	Strayer	Curley	Steve	\$2,431.94
Wrestling	Assistant II	Strayer	Pallone	Jon	\$1,215.97

a. Activities

ACTIVITY	POSITION	SCHOOL	LNAME	FNAME	SALARY
Band	Director	Milford	Shughart	Alan	\$1,082.60
Bell Choir	Director	Milford	Vanderslice	Marcia	\$1,202.89
Choir	Director	Milford	Vanderslice	Marcia	\$1,082.60
Jazz Band	Director	Milford	Shughart	Alan	\$1,503.62
Play	Director	Milford	Vanderslice	Marcia	\$1,082.60
Select Choir	Director	Milford	Vanderslice	Marcia	\$1,503.62
TSA	Director	Milford	Van Den Burg	Cathy	\$1,503.62
TSA	Assistant II	Milford	Hunsicker	Alan	\$601.44

b. Clubs

ACTIVITY	POSITION	SCHOOL	LNAME	FNAME	SALARY
Supervision	Astronomy Club	Senior High	Wallace	Dan	\$261.50
Supervision	Badminton Club	Senior High	DiGiacomo	Dave	\$261.50
Supervision	Best Buddies	Senior High	Baum	Megan	\$130.75
Supervision	Best Buddies	Senior High	Kimball	Steve	\$130.75
Supervision	Chess Club	Senior High	Babiasz	Anthony	\$261.50
Supervision	Drama Club	Senior High	McCorry	Maria	\$130.75
Supervision	Environmental Club	Senior High	Sullivan	Tina	\$130.75
Supervision	Environmental Club	Senior High	Litchman	Lori	\$130.75
Supervision	Fellowship of Christian Athletes	Senior High	Detweiler	Doug	\$130.75
Supervision	Fellowship of Christian Athletes	Senior High	Salansky	Amanda	\$130.75
Supervision	Freshman Fitness Center	Senior High	Joseph	Melinda	\$523.00
Supervision	L.A.G Club	Senior High	Patel	Prakash	\$261.50
Supervision	Gay Straight Alliance	Senior High	Merritt	Kathy	\$130.75

Supervision	Gay Straight Alliance	Senior High	Alvino	Elizabeth	\$130.75
Supervision	Interact Club	Senior High	Trosino	Rachel	\$261.50
Supervision	International Friendship Club	Senior High	Wert	Alaina	\$261.50
Supervision	Men's and Women's Ensemble	Senior High	Lechner	Jonathan	\$261.50
Supervision	School Spirit Club	Senior High	Neitz	Becky	\$261.50
Supervision	Ski Club	Senior High	Cappelletti	Melissa	\$261.50
Supervision	Ski Club	Senior High	Stetler	Ryan	\$261.50
Supervision	South Asian Culture Club	Senior High	Patel	Prakash	\$261.50
Supervision	World Language Club (Spanish)	Senior High	Wert	Alaina	\$87.16
Supervision	World Language Club (Spanish)	Senior High	Fuller	Bethany	\$87.16
Supervision	World Language Club (Spanish)	Senior High	Durante	Antonella	\$87.16
Supervision	World Language Club (German/French)	Senior High	Alderfer	Jodi	\$130.75
Supervision	World Language Club (German/French)	Senior High	Clemens	Anne Marie	\$130.75
Supervision	Ultimate Frisbee Club	Senior High	Wallace	Dan	\$261.50
Supervision	UN Club	Senior High	Trosino	Rachel	\$261.50

*Contingent on submission of required paperwork

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: Gary Landes
 Second: Joyce King
 Result: Motion passed unanimously

President Stepanoff announced that a press release will be issued for the Superintendent's pending retirement and the process moving forward.

E. POLICY AND PROGRAMS

1. POLICY APPROVAL

Administration is recommending the Board approve policy #432, Working Periods, which has been presented to the board and reviewed at two separate meetings.

Motion: Joyce King
 Second: Charles Shermer
 Result: Motion passed unanimously

2. TRAINING ATTENDANCE BOARD APPROVAL REQUEST

In accordance with Board Policy, the following trainings for more than three personnel have been pre-approved by building principals and/or the Assistant

to the Superintendent or designees. Costs incurred are approved because the professional training is intended to improve teacher effectiveness and positively impact student achievement and well-being:

- Reading Apprenticeship© Training (February 4, 5 and 26, 2014):
- Write Like This: Teaching Real-World Writing through Modeling and Mentor Texts (February 7, 2014)
- College Board SpringBoard© *Train the Trainer* training (April 5-7, 2014, Atlanta GA)

Motion: Joyce King
 Second: Anna Cattie
 Discussion: Mr. Anderson is concerned with the costs associated with this training. Dr. Laverick-Stone explained the need for the training and why this is a more cost effective approach.
 Result: With a vote of Six (6) Ayes and Three (3) Nays by Mr. Anderson, Mr. Shermer and Mr. Ripper, the motion passed.

3. CURRICULUM APPROVALS FOR 2014-2015

The following courses are proposed for the 2014-2015 school year. Course synopses were provided to the Board for review. Administration is recommending the Board approve these courses.

Grades 9-12	Field Study
Grades 9-12	Medical Career Pathways Program
Grade 12	English Literature and Composition
Grades 9-12	International Business PCS
Grades 9-10	Introduction to Spanish
Grades 9-12	Career Internship Program

May I have a motion to approve the above policy and programs items.

Motion: Gary Landes
 Second: Joyce King
 Discussion: Mr. Anderson noted that the Education/Curriculum Committee did not review the courses that the board is being asked to vote on. Dr. Andrejko explained that she discussed timing with Mr. Stepanoff and Mr. Landes and since the committee was not able to meet, the whole board would discuss the courses for approval.

Result: With a vote of Eight (8) Ayes and One (1) Nay by Mr. Anderson, the motion passed.

VI. COMMUNICATION

The 2014-2015 school calendar will be on the agenda for approval on January 23.

BOARD COMMENT (New Business)

Mrs. King commented on the issue of voting in the school buildings on election day. She would like to ask the Board of Elections to consider using alternate buildings on Election Day. Dr. Andrejko suggested a delegation could meet with the Board of Elections. Mrs. King, Mrs. Cattie, Mr. Shermer volunteered.

Mrs. Cattie asked about the need for the next Education/Curriculum committee meeting on January 15. The committee meeting will be canceled.

PUBLIC COMMENT

Richard Orloff, Richland Township addressed the board regarding the solicitor appointment and the engineering firm and encouraged them to look into grants for the district.

James Moczydlowski, Trumbauersville Elementary School thanked Dr. Andrejko for her service to the district and for the encouragement she provided to the administration.

VII. DATES FOR BOARD MEMBERS CALENDARS

Thursday, January 16, 2014	8:15 am	Board Breakfast Neidig Elementary School
Thursday, January 23, 2014	5:15 pm 6:00 pm	Light Dinner Available Solicitor Training Session, Engineer, Boucher & James will also attend.
	7:00 pm	Regular Voting Meeting District Services Center
Thursday, February 13, 2014	7:00 pm	Work Session, Community Room A District Services Center
Thursday, February 27, 2014	7:00 pm	Regular Voting Meeting District Services Center

VIII. ADJOURNMENT

May I have a motion to adjourn the meeting.

Motion: Gary Landes
Second: Fern Strunk
Result: Motion passed and the meeting adjourned at 10:25 pm.

Paul Stepanoff, Board President

Alice K. Bishop, Board Secretary