



# CENTRAL BUCKS SCHOOL DISTRICT

LEADING THE WAY

The Central Bucks Schools will provide all students with the academic and problem-solving skills essential for personal development, responsible citizenship, and life-long learning.

## AGENDA

### SCHOOL BOARD MEETING

February 23, 2016

7:30 p.m.

**Executive Session  
6:30 p.m.**

***"Schoolhouse Rock LIVE! Jr."*  
cast from  
Buckingham Elementary School  
will perform  
7:15 p.m.**

- I. **Call to Order/Pledge of Allegiance/Roll Call**
- II. **Approval of School Board Meeting Minutes - February 9, 2016** Pages 1-27
- III. **Public Comment**  
The public is invited to address the Board at this time. Please sign in on the form provided at the microphone. Speakers will be taken in order of sign-in. Each speaker is limited to 3 minutes.
- IV. **Superintendent's Report    Aramark Foodservice Program Overview 2015-2016**
- V. **Recommendations for Action**
  - A. **Treasurer's Report and Summary of Fund Disbursements for the month of January 2016** Pages 28-32

General Fund	\$ 18,347,387.58
Capital Fund	998,029.54
Food Service	<u>423,960.82</u>
<b>TOTAL ALL FUNDS</b>	<b>\$ 19,769,377.94</b>
  - B. **Approval of Accounts Payable Check Disbursements** Pages 33-42

1. General Fund Dates (2/15/16 and 2/18/16)	\$1,870,801.18
2. Capital Fund Dates (2/8/16)	317,271.27
3. Food Service Fund Dates (2/5/16)	16,880.87

*The Central Bucks School District is making an audio recording of this meeting and streaming the audio live via the Internet.*

- C. Recommendation to accept the 2014-2015 audit report as prepared by Maillie LLP.** Pages 43-47
- D. Recommendation to contract with the Pennsylvania Association of School Business Officials, PASBO, to conduct a Business Office Review of processes and procedures for \$4,000 plus travel expenses.** Pages 48-52
- E. Approval to award a contract to S&H Landscaping to replace the parking lot and add LED lighting at Cold Spring Elementary School in the amount of \$238,703.** Pages 53-54
- F. Approval to purchase a replacement vehicle from Fred Beans in the amount of \$25,917. This vehicle is available on the Co-Stars Contract #025-013.** Page 55
- G. School Board Policy (1<sup>st</sup> Read)  
#806 – Child Abuse** Pages 56-65
- H. School Board Policy (2<sup>nd</sup> Read)** Pages 66-80  
 113.3 Screening and Evaluations for Students With Disabilities  
 123 – Interscholastic Athletics  
 123.1 – Concussion Management  
 123.2 – Sudden Cardiac Arrest
- I. Adoption of 2016-2017 School Calendar** Page 81-82
- J. Approval of Personnel Practices between Central Bucks School District and Confidential Executive Assistants Effective January 1, 2016 – December 31, 2020.**
- K. Personnel Items** Pages 83-90
1. Resignations
  2. Retirements
  3. Terminations
  4. Positions Ended
  5. Leaves of Absence
  6. Appointments
  7. Long-Term Per Diem Substitute Teachers
  8. Classification Changes
  9. Community School Staff
  10. Summer Band Director
  11. Substitute/Auxiliary Activity Pay Rates
  12. Per Diem Substitute Teachers
  13. Per Diem Substitute Van Drivers and Substitute Educational Assistants
- L. Student Items** Pages 91-93
1. Approval of CB East Culture Shock Club to travel to New York City.  
Dates are April 21, 2016.
  2. Approval of CB West Science Research Club to travel to Pennsylvania State University.  
Dates are May 15-17, 2016.
- M. Staff Conferences/Workshops** Page 94
- VI. Reports and Information** Page 95
1. Sabbatical Leaves of Absence
- VII. Adjournment**

**CENTRAL BUCKS SCHOOL DISTRICT  
SCHOOL BOARD MEETING**

**February 9, 2016**

The Central Bucks Board of School Directors held its meeting on Tuesday, February 9, 2016 in the Board Room of the Educational Services Center with President Beth Darcy presiding. The meeting was called to order by President Darcy at 7:42 p.m., followed by the Pledge of Allegiance.

**BOARD MEMBERS PRESENT**

Beth Darcy – President, John Gamble – Vice President, Sharon Collopy, Stephen Corr, Paul Faulkner, Glenn Schloeffel, Karen Smith, Dennis Weldon, Jerel Wohl

**ADMINISTRATORS PRESENT**

Dr. David Weitzel, Dr. Nancy Silvious, Dr. David Bolton, Andrea DiDio-Hauber, Scott Kennedy, David Matyas, Edward Sherretta, Mary Kay Speese

**ALSO PRESENT**

Jeffrey Garton – Solicitor, Sharon Reiner - School Board Secretary

Mrs. Darcy announced that the Board met in Executive Session this evening to discuss labor contracts and also met for an informational Board session earlier this afternoon at the CBEA offices with the bargaining unit.

**APPROVAL OF MINUTES**

Motion by Stephen Corr, supported by John Gamble, to approve the minutes of the January 26, 2016 school board meeting.

Motion Approved 9-0.

**PUBLIC COMMENT**

Andrew Ochadlick commented that three years ago around this time he presented to the Board information on the August 21, 2017 total solar eclipse and the educational opportunities it would provide. Tonight Mr. Ochadlick spoke about the Earth to Sky Calculus Organization (a group of students in California that will launch balloons into the stratosphere along the path of the eclipse with cameras to provide photos and information during the event) and urged Board members to look into this educational opportunity for our students. Mr. Ochadlick provided the Board with a packet of information along with a flash drive and also mentioned that on April 8, 2024, another total solar eclipse will occur.

**SUPERINTENDENT'S REPORT**

The *This Month in Central Bucks* video and the *Aramark Foodservice Program Overview 2015-2016* presentation was postponed.

**SCHOOL BOARD REPORTS**

The Curriculum Committee, Finance Committee, Human Resources Committee, and Operations Committee notes, and the BCIU Board minutes were mentioned. These notes and minutes are Attachment A.

## **RECOMMENDATIONS FOR ACTION**

### **ACCOUNTS PAYABLE CHECK DISBURSEMENTS**

Motion by John Gamble, supported by Jerel Wohl, to approve the January 26, 2016, February 1, 2016, and February 4, 2016 General Fund check disbursements in the amount of \$2,056,877.83; and the January 28, 2016 Capital Fund check disbursements in the amount of \$708,168.68.

Motion Approved 9-0.

### **BUCKS COUNTY INTERMEDIATE UNIT #22 BUDGET APPROVAL**

Motion by Stephen Corr, supported by Karen Smith, to approve the Bucks County Intermediate Unit #22 Programs and Services/Instructional Materials & Research Services Budget for the 2016-2017 school year.

Dr. Weitzel mentioned that there would be no increase in contribution for the Central Bucks School District over last year's amount.

Motion Approved 9-0.

### **CONSTRUCTION CONTRACTS AND SERVICE AGREEMENTS**

Motion by John Gamble, supported by Karen Smith, to award a contract to DiLemmo Construction to provide and install a band tower at CB East High School in the amount of \$40,880.

Mrs. Collopy stated that the CB East Band Parents provided \$15,000 toward the purchase of the band tower.

Motion Approved 9-0.

Motion by Paul Faulkner, supported by Stephen Corr, to reject all bids for the infiltration system at CB East High School – Holicong site.

This action item is still in litigation and at the advice of counsel the district will not install the infiltration system until it is required to do so.

Motion Approved 9-0.

### **SCHOOL BOARD POLICIES FOR APPROVAL**

Motion by Stephen Corr, supported by Dennis Weldon, to bring School Board Policy 317 – Conduct/Disciplinary Procedures – Administrative Employees; School Board Policy 417 – Conduct/Disciplinary Procedures – Professional Employees; School Board Policy 517 – Conduct/Disciplinary Procedures – Classified Employees; School Board Policy 816 – Electronic Communications and Social Media/Networking; School Board Policy 824 – Maintaining Professional Adult/Student Boundaries; and School Board Policy 916 – Volunteers, off the table.

Motion Approved 9-0.

Motion by Stephen Corr, supported by Dennis Weldon, to approve School Board Policy 317 – Conduct/Disciplinary Procedures – Administrative Employees; School Board Policy 417 –

Conduct/Disciplinary Procedures – Professional Employees; School Board Policy 517 – Conduct/Disciplinary Procedures – Classified Employees; School Board Policy 816 – Electronic Communications and Social Media/Networking; School Board Policy 824 – Maintaining Professional Adult/Student Boundaries; and School Board Policy 916 – Volunteers.

Motion Approved 9-0.

### **PERSONNEL ITEMS**

Motion by Stephen Corr, supported by Sharon Collopy, to approve resignations, retirements, positions ended, and leaves of absence; reinstatements, appointments, long-term substitute teachers, long-term per diem substitute teachers, classification changes, community school staff, per diem substitute teachers, per diem substitute bus drivers, substitute van drivers, substitute custodians, substitute educational assistants, and community school substitute educational assistants.

#### **RESIGNATIONS**

Name: Michelle Fabrey  
Position: English teacher – Central Bucks High School - East  
Effective: February 12, 2016

Name: Matthew Fellenz  
Position: Substitute Custodian – Facilities Department  
Effective: January 15, 2016

Name: Frances Hawkins  
Position: Before/After School Care  
Effective: December 31, 2015

Name: Rukhsana Siddiqi  
Position: Before/After School Care – Butler Elementary School  
Effective: December 31, 2015

Name: Leanne Weaver  
Position: Staff Nurse – Unami Middle School  
Effective: January 22, 2016

#### **RETIREMENTS**

Name: Pamela Anderson  
Position: Special Education Assistant – Linden Elementary School  
Effective: June 14, 2016

#### **POSITIONS ENDED**

Name: Amy Leta  
Position: Special Education Assistant – Unami Middle School  
Effective: January 31, 2016

#### **LEAVES OF ABSENCE**

Sally Bauder                      Biology teacher – Central Bucks High School – West  
April 19, 2016 - TBD

Christie Besack Social Studies teacher – Central Bucks High School – West  
April 4, 2016 – August 2016

Lisa Cirulli Elementary teacher – Doyle Elementary School  
January 4, 2016 – TBD

Laurie Gardner Special Education Assistant – Mill Creek Elementary School  
February 29, 2016 – March 23, 2016

Frank Hamilton Custodian (Floater) – Facilities Department  
January 22, 2016 – TBD

Kathryn Jones Duty Assistant/Library Assistant – Central Bucks High School – West  
February 26, 2016 – TBD

Tracey Lehr Special Education Assistant – Groveland Elementary School  
February 16, 2016 – April 1, 2016

Julie McGlynn Biology teacher – Central Bucks High School – West  
February 6, 2016 – March 28, 2016

Jessica Reid Social Studies teacher – Holicong Middle School  
January 14, 2016 - TBD

Jane Saddington Transportation Assistant – Transportation Department  
February 8, 2016 – April 18, 2016

Rachel Stolzenberg Elementary teacher – Jamison Elementary School  
March 8, 2016 – August 2017

Rosemary Straub Special Education Assistant – Kutz Elementary School  
January 19, 2016 – February 19, 2016

REINSTATEMENTS

Name: Marykate Blankenburg  
Position: Secondary School Counselor  
Effective: February 16, 2016

APPOINTMENTS

Name: Kimberly Dillon  
Position: Educational Assistant - Transportation  
\$14.01 per hour  
Effective: February 10, 2016

Name: Meredith Fay  
Position: Special Education Assistant – Bridge Valley Elementary School  
\$14.51 per hour  
Effective: January 28, 2016

Name: Sylvana Hamilton  
Position: Staff Nurse – Bridge Valley/Cold Spring Elementary, Unami Middle School  
\$19.45 per hour  
Effective: January 19, 2016

Name: William Haug  
Position: Bus Driver – Transportation  
\$19.60 per hour  
Effective: February 10, 2016

Name: Meredith Haywood  
Position: Non-Instructional EA – Office Clerk – Central Bucks High School – East  
\$12.26 per hour  
Effective: February 16, 2016

Name: Dianna Koziatek  
Position: (Temporary) Special Education Assistant – Central Bucks High School – West  
\$14.01 per hour  
Effective: January 27, 2016

Name: Harry Martin  
Position: Bus Driver – Transportation  
\$19.60 per hour  
Effective: February 10, 2016

Name: Walter Miller  
Position: Bus Driver – Transportation  
\$19.60 per hour  
Effective: February 10, 2016

Name: Sydney Osler  
Position: Educational Assistant – Transportation  
\$14.01 per hour  
Effective: February 10, 2016

Name: Frank Pacitti  
Position: Bus Driver – Transportation  
\$19.60 per hour  
Effective: February 10, 2016

Name: Hayden Rohrmiller  
Position: (Temporary) District Floater Custodian – Facilities Department  
\$15.47 per hour  
Effective: January 22, 2016

Name: James Smith  
Position: (Temporary) District Floater Custodian – Facilities Department  
\$15.47 per hour  
Effective: February 1, 2016

Name: Linda Vaughn  
Position: Van Driver – Transportation  
\$17.10 per hour  
Effective: February 10, 2016

#### LONG-TERM SUBSTITUTE TEACHERS

Name: John Broskey  
Position: (.6) English teacher – Central Bucks High School – South  
\$45,024 (B+0 credits, Step 1)  
Effective: January 28, 2016 until the end of the 2015-2016 school year

Name: Caroline Deitch  
Position: English teacher – Central Bucks High School – East  
\$45,024 (B+0 credits, Step 1)  
Effective: August 31, 2015 until the end of the 2015-2016 school year

Name: Meghan Forlini  
Position: Social Studies teacher – Central Bucks High School – West  
\$45,024 (B+0 credits, Step 1)  
Effective: January 4, 2016 until the end of the 2015-2016 school year

Name: Victoria Hall  
Position: Special Education teacher – Cold Spring Elementary School  
\$45,024 (B+0 credits, Step 1)  
Effective: August 31, 2015 until the end of the 2015-2016 school year

Name: Jennifer Jones  
Position: Mathematics teacher – Central Bucks High School – West  
\$45,024 (B+0 credits, Step 1)  
Effective: January 28, 2016 until the end of the 2015-2016 school year

Name: Jo Nalty  
Position: (.27) Spanish teacher – Central Bucks High School – South  
\$45,024 (B+0 credits, Step 1)  
Effective: January 28, 2016 until the end of the 2015-2016 school year

Name: Matthew Wallenstein  
Position: (.77) Latin teacher – Central Bucks High School – South  
\$45,024 (B+0 credits, Step 1)  
Effective: January 28, 2016 until the end of the 2015-2016 school year



LONG-TERM PER DIEM SUBSTITUTE TEACHERS

Name: Wayne DeMore  
Position: English teacher – Unami Middle School  
\$150 per day  
Effective: January 28, 2016

Name: Anthony DiPietro  
Position: Science teacher – Unami Middle School  
\$150 per day  
Effective: January 27, 2016

Name: Muriel Hastings  
Position: General Music – Gayman/Linden Elementary Schools  
\$150 per day  
Effective: January 28, 2016

Name: Brianne Tartaglia  
Position: Mathematics teacher – Holicong Middle School  
\$150 per day  
Effective: February 16, 2016

CLASSIFICATION CHANGES

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
Kelli Chioffe	(.99) Special Ed Assistant Holicong \$14.98 Per Hour	(1.0) PCA East \$15.49 Per Hour	1/29/16
Donna DiGiuseppe	(.99) Personal Care Assistant South \$15.12 Per Hour	(.99) Special Ed. Asst South \$14.62 Per Hour	1/29/16
Ronald MacDonald	(Temporary) Spec Ed Assistant West \$14.01 Per Hour	(Temporary) Duty Asst West \$12.26 Per Hour	1/26/16
Melissa Pinto	(.67) Duty Assistant East \$12.63 Per Hour	(.99) Special Ed Asst Holicong \$14.01 Per Hour	1/28/16
Sara Vessichelli	(.98) Personal Care Assistant Tamanend \$12.38 Per Hour	(.99) Special Ed Asst Holicong \$14.01 Per Hour	1/27/16

COMMUNITY SCHOOL STAFF

Brandon Berry Before/After School Child Program – Supervisor Rate \$24.00/hour

APPROVAL OF PER DIEM SUBSTITUTE TEACHERS - Approved salary rate of \$95/day for the 2015-2016 school year.

Amy Badger	Donna Fields	Laura McCrory
Elisa Barbera	Jennifer Flaherty	Suresh Menon
Jennifer Boles Siwak	Laura Foreman	Roseann Murphy
Amanda Caffey	Shira Goldstein	Shawn O'Donnell
Dana Carducci	Jeanette Helmstetter	Caroline Orford
Douglas Cerzosimo	Victoria Hepp	Devon Pinkus
Alison Coffman	Christina Isernia	Georg Purvis
Joanna Curran	Allison Jenkins	Jillian Radcliffe
Victoria DeCesare	Michelle Kane	Sallie Jo Reid
Susan DeFlavio	Gregory Kapner	Patrick Rissmiller
Nicole Deming	Katelyn Loughran	Gary Sentman
Stacy Donnelly	Steven Love	Lauren VanPelt
Denise Evangelista	Charles Marterella	Tyler Wharton

APPROVAL OF PER DIEM SUBSTITUTE BUS DRIVERS, SUBSTITUTE VAN DRIVERS, SUBSTITUTE CUSTODIANS, SUBSTITUTE EDUCATIONAL ASSISTANTS, AND COMMUNITY SCHOOL SUBSTITUTE EDUCATIONAL ASSISTANTS - Approved salary rate of \$20.35/\$13.45/\$14.00/\$10.50 per hour for the 2015-2016 school year.

<u>Substitute Bus Drivers</u>	<u>Substitute Van Drivers</u>	<u>Substitute Custodians</u>
William Custren	Holly Hoagland	Mark McDermott
Michael Gabriel		Stephen Rosemin
William Haug		John Ryan
Daniel Miller		
Peter Russo		
Christopher Ryan		
Norris Smith		

<u>Substitute Educational Assistants</u>	<u>Community School Substitute Educational Assistants</u>
Lisa Bishop	Anthony Jagelka
Gina Christy	
Beverly Hager	

Before the Board took action, Mrs. Darcy stated that included in the Personnel Items was the reinstatement of Marykate Blankenburg after a one year suspension. If the reinstatement is approved, Ms. Blankenburg will return to the district on February 16, 2016 on final warning. Ms. Blankenburg will be returned to her position on the salary schedule based on her years of service and education level as of her last date of employment; she will not receive compensation for her year of suspension; she has given the Board an apology; and she will be placed in a building by the Administration. The above conditions are part of a settlement agreement – a resolution of a contract dispute.

Motion Approved 9-0.

**STUDENT ITEMS**

Motion by Stephen Corr, supported by Jerel Wohl, to approve the following student trips:

- CB West Choir to travel to New York on February 27, 2016
- Lenape Middle School 9<sup>th</sup> Grade Team to travel to Washington, D.C. on April 8, 2016
- Tamanend Players from Tamanend Middle School to travel to New York City: Hard Rock Café and Lunt Fontanne Theater on May 7, 2016

Motion Approved 9-0.

**STAFF CONFERENCES**

Motion by Stephen Corr, supported by Karen Smith, to approve the following staff to attend the listed conferences/workshops:

Name	Area	Dates	Conference name	Location	General		Totals	
					Fund	Grants		
Burkholder, Sarah	Professional	2/17, 3/1 & 5/18/16	Formative Assessment Workshop	BCIU#22		238		
Fornwald, Laura	Professional	2/17, 3/1 & 5/18/16	Formative Assessment Workshop	BCIU#22		238		
Kownurko, Virginia	Professional	4/10 to 4/12/16	FBLA State Competition & Conference	Hershey, PA		805		
Krotz, Harry	Professional	2/22/15	PA Educational Technology & Expo	Hershey, PA	277			
Meo, Martin	Professional	4/10 to 4/12/16	FBLA State Competition & Conference	Hershey, PA		805		
Toub, Rosemary	Professional	4/10 to 4/12/16	FBLA State Competition & Conference	Hershey, PA		805		
Weiner, Whitney	Professional	2/17, 3/1 & 5/18/16	Formative Assessment Workshop	BCIU#22		238		
<b>Totals this meeting</b>					<b>277</b>	<b>3,129</b>	<b>3,406</b>	
Year to date from last meeting					<b>7,361</b>	<b>31,525</b>	<b>38,886</b>	
Totals year to date					General fund budget 28500	<b>7,638</b>	<b>34,654</b>	<b>42,292</b>

Motion Approved 9-0.

**REPORTS/INFORMATION**

Dr. Weitzel announced that Student Activities Quarterly Reports ending December 31, 2015 for the secondary schools were included as information items to the Board.

Mrs. Darcy stated that it is with great disappointment that she accept the resignation of Board member Stephen A. Corr to be effective February 12, 2016, due to his employment with the law firm that represents the school district. Mrs. Darcy read the attached letter which is Attachment B.

Dr. Weitzel, Mr. Gamble, Mr. Wohl, and Mr. Faulkner thanked Mr. Corr for his service, dedication, and commitment to the Central Bucks community.

Mr. Corr stated that it he has enjoyed his eleven years serving on the Board and thanked everyone.

There being no further business before the Board, motion by Stephen Corr, supported by John Gamble, to adjourn at 8:05 p.m.

Respectfully submitted,



Sharon L. Reiner  
 Board Secretary  
 Recording Secretary

**CENTRAL BUCKS SCHOOL DISTRICT**  
**Curriculum Committee Notes**  
**January 13, 2016**

MEMBERS PRESENT

Sharon Collopy, Chair  
 Karen Smith, Member  
 Dennis Weldon, Member  
 Jerel Wohl, Member

OTHER BOARD MEMBERS AND ADMINISTRATORS PRESENT

Beth Darcy	Dr. David Weitzel	Jason Jaffe
Paul Faulkner	Dr. David Bolton	Richard Kratz
John Gamble	Dr. Nancy Silvius	Corinne Sikora
Glenn Schloeffel		Mary Kay Speese

COMMITTEE MEMBERS ABSENT

None

PUBLIC COMMENT

Julie Whalen, Elizabeth McKenna, Samuel Hauser, and Kristi Hauser commented on the elementary report card.

Marian Mass and Eric Mass commented on up-booked online for math course.

Mary Bingler commented on music and block scheduling

Nancy Santacealia commented on weighting of courses and technology.

PREVIOUS MEETING NOTES

There were no changes

INFORMATION/DISCUSSION

**Revision of Policy 123.1—Concussion Management**—Corinne Sikora reviewed revisions to 123.1 which reflect practices already in effect at secondary schools. At the beginning of each athletic session, an information meeting is held with athletes on concussions and the importance of proper concussion management. A baseline concussion test is administered each year to high school, and every two years to middle school, athletes involved in collision and contact sports. New guidelines were included in this policy which addresses ‘return to learn’ and ‘return to play’ protocols.

**Policy 123.2—Sudden Cardiac Arrest**—Corinne Sikora reviewed that 123.3 was formerly an attachment to Policy 123 and now changing to a policy based on PSBA guidelines. Revisions reflect what is presently in practice in the district.

**Revision to Policy 123—Interscholastic Athletics**—Corinne Sikora reviewed that the only change to Policy 123 was the reference section which now shows no attachments to this policy.

**New Policy 113.3—Screening and Evaluations for Students with Disabilities**—Mary Kay Speese informed board members that this new policy required by PSBA puts into policy the procedures for screening and evaluations which already are in practice in the district. Board members discussed that timelines from state and federal regulations related to this policy are available through the web links in the legal section of the policy.

**Revision to Policy 816—Electronic Communications and Social Media/Networking**—Jason Jaffe reviewed a change in this policy related to students posting comments to class collaboration sites which are restricted to viewing within the teacher’s class roster and within the CBSD domain.

**Everyday Math 4**—Richard Kratz presented his recommendations for a district committee of elementary teachers to review the Everyday Math 4 curriculum update. Mr. Kratz suggested a timeline of May 2016 for the committee to determine if they would recommend the new materials for implementation in September 2016. If

the materials were to be approved for implementation, a curriculum writing group would work during the summer to present a final curriculum document in August 2016. Board members gave Mr. Kratz approvals to convene the review committee.

**Discussion of Formation of a School Board Policy Committee**—This agenda item was moved to the Operations Committee agenda for January 20, 2016.

**Review of Elementary Reporting Documents**—Dr. Bolton presented three documents: the elementary report card last used in 2013-2014, the reporting student progress document used in 2014-2015, and the revised reporting student progress document being used in 2015-2016. He highlighted the adjustments that were made in summer 2015 to the revised document. These changes were a result of input from teachers, parents, and administrators.

Discussion ensued regarding some board members' desire for adjustments to be made to the current document. Options discussed were: including letter grades to the current document, reverting to the report card of 2013-2014, or creating a hybrid document to include both standards-based indicators and letter grades.

#### ANNOUNCEMENTS

The next scheduled meeting is February 10, 2016

#### ADJOURNMENT

Notes submitted by Dr. Nancy Silvius, Assistant Superintendent for Secondary Education

**CENTRAL BUCKS SCHOOL DISTRICT**  
**Finance Committee Notes**  
**January 20<sup>th</sup>, 2016**

Committee Members Present

Jerel Wohl, Chairperson  
Beth Darcy, Member  
Paul Faulkner, Member  
Glenn Schloeffel, Member  
  
Dave Matyas, Business Administrator  
Susan Vincent, Director of Finance

Other Board Members and Administrators Present

Steve Corr  
Karen Smith  
  
Dr. Weitzel  
Laurel Podraza  
Mary Ann Beltz

Committee Members Absent

The Finance Committee meeting started at 7:25 p.m. with an executive session to discuss real estate tax appeals. The executive session ended at 7:45 p.m. and the public portion of the meeting was then called to order.

PUBLIC COMMENT

There was no public comment. Two members of the public were present as was the press.

Review of Notes

The November 18, 2015 Finance Committee meeting notes were accepted as presented.

INFORMATION/ DISCUSSION/ACTION ITEMS

**Black Board Software Changes** – Laurel Podraza, I.T. Applications Manager, and Mary Ann Beltz, I.T. Specialist, presented a proposal to change software to improve our existing communication methods to parents and the community at-large and provide a more comprehensive system for parent and community engagement.

Currently, there are limitations and shortfalls with our current communication systems and they lack integration.

- Infinite Campus (SIS) on premise is used for email by principals/teachers. Delays can occur with the in-house system based on time of day & volume of email that flows through one pathway.
- Synrevoice is our rapid response communication system hosted offsite used for Email/Text/Phone communication.
  - Infinite Campus does not have clear email naming conventions for parents to know what school initiated the email.
  - Both systems do not have a mobile application so staff must initiate messages from a laptop or pc.
- Schoolwires is the system used for our internet web content that the district switched to in 2013.

- The system is easy for staff to use although we could work towards having more current content for a district of our size.
- Facebook and Twitter are maintained as separate tools by district staff.

We are not utilizing mobile device applications that are available for use by our community for improved communication. Approximately 80% of households have a smartphone. Of that, 50% of smartphone users get their information from the internet exclusively through their smartphone. Increasingly, parents want constant, anywhere access.

Within the past year Blackboard, a software industry leader in the education market, purchased Schoolwires (our internet software system) and Parent Link (a mobile app system). They already own Connect (a rapid response communication system). With Parent Link, we would have a district mobile app that would pull our content from Schoolwires, which could also include utilization of their rapid response system. During weather events, district staff could use the Connect piece to send emails/texts/post to internet/Facebook/twitter all with one tool. This would be a step towards providing more comprehensive & integrated communication.

Switching to the Blackboard software products will have a net additional expense of \$3,451 per year.

Q: Did administration look at other vendors? The I.T. department looked at custom development several years ago. The integration that Blackboard provides is very unique and cost effective so it was very hard for us not to consider. It was also clarified how Campus Messenger and the Portal with the new App could be used by parents.

Q: What are the implementation plans? Testing is to begin in the spring of 2016 with full implementation for the start of school in August 2016.

**2016-17 Budget Update** – Administration presented an overview of the financial changes since the December 1<sup>st</sup> Board Meeting. From November through January, the state has adjusted subsidy allocations downward by approximately \$1.5M.

Q: What is the method used to determine state subsidies for 2015-16? The current state allocation methodology is a 1% increase over actual receipts for the 2014-15 school year which again, is about \$1.5M below the allocation Governor Wolf proposed in his budget address for the 2015-16 budget year.

The mandated retirement contributions were adjusted upward from December to January by 1.2% due to actuarial projections. This adjustment is estimated add an additional \$500,000 to the 2016-17 retirement expense taking it from \$5,900,000 to \$6,400,000 over the 2015-16 expense. The total retirement expense for 2016-17 is projected to be \$44,900,000 of which the state of Pennsylvania will reimburse the district for 50% of the cost.

Expenditures putting upward pressure on the budget are:

- Increased mandated state retirement contributions +16.2%.
- Projected increase in the cost of prescription benefits +10.5%.
- Increased overhead associated with administering the district health care plan under the Affordable Health Care Act requirements, and administering State mandated background checks and associated record keeping and correspondence.

Expenditures putting downward pressure on the budget are:

- Health care expenses associated with doctors and hospitals are projected to be below the Act 1 base index of 2.4%.

- The cost of fuels and utilities are declining.
- Student enrollment is declining and appropriate staff reductions are being made to any areas the enrollment decline impacts.
- Principal and interest payments are declining due to the district debt prepayment plan.

Revenues for the current fiscal year, 2015-16 are projected to exceed the budgeted amount by approximately \$4.3 million.

Each budget cycle, the district applies for exceptions to the Act 1 base limit just in case state subsidies are reduced to a point where the local revenues cannot offset the state reduction through growth of real estate assessed values.

Major goals of the 2016-17 budget are:

- Keep tax increases to a minimum or zero
- Prepare for the continued large retirement rate increases over the next three years
- Minimize the growth in health care costs
- Plan for future debt reduction
- No future borrowing, pay cash for technology, school buses, and building renovations
- Continue to fund and assess district initiatives for 2016-17
  - Finalize elementary wireless network access
  - Expand Extra Duty Responsibilities (EDR's)
  - Establish iPad lending library for grades 3 through 6 students
  - Maintain our class size
  - Add 4 teachers to the Q.U.E.S.T. program (expense offset by enrollment decline)
  - Update materials for elementary math

The Finance Committee asked administration to refine some of the wording associated with budget goals and budget pressure points in preparation for the next School Board meeting budget presentation.

**Status of the 2014-15 Audit** – A spreadsheet was provided to the committee that detailed the types of audits the district must undergo as well as the areas of information that is reviewed by each auditor. Currently, the district is audited by eight different organizations that have reviews ranging from yearly audits to four-year cycles. A copy of the 2014-15 audit report was distributed. This is the yearly audit for the 2014-15 school year which is complete with a clean opinion by the audit firm.

The committee asked that the auditor attend the February Finance Committee meeting to review the audit report, discuss the process the firm uses to verify school district accounting information, and compare CBSD financial health with our school district clients. In addition, the auditors will be prepared to give their opinion on the utility of maintaining a reserve for Other Post-Employment Benefits (OPEB).

The committee also discussed the value of an outside review of business office processes and procedures. The committee directed administration to develop a scope of work, create costs estimates and, partner with the Pennsylvania Association of School Business Officials (PASBO) to conduct a review.



**2015-16 Budget Transfers** - The annual expenditure budget is approved in a detailed state mandated format. As the fiscal year proceeds, actual expenditures may exceed the original budget in certain expense line items and also actual required expenditures may fall below the original budget in other categories. The State requires that the Board approve budgetary transfers to cover all higher than anticipated expenditures that occur within budget categories. Administration reviewed budgetary transfers needed to adjust the 2015-16 budget as a part of on-going budget maintenance. As budgets lines continue to tighten, it is anticipated that budget transfers will be needed every other month or so. The committee recommended this item be placed on the School Board agenda for consideration.

**Real Estate Tax Bill Late Notice Post Cards** – After October 31<sup>st</sup> of each year, any real estate tax bill that is unpaid from the July 1<sup>st</sup> billing cycle incurs a 10% penalty according to Pennsylvania tax collection law. This is a substantial penalty and it makes tax payers very upset when they forgot to pay the bill or had other circumstances that caused them to miss the deadline. A recommendation is to send out postcards on October 15<sup>th</sup> of each year to any taxpayer who has not paid their bill. This reminder notice is estimated to cost about \$3,000 per year but will help save the tax payer penalty payments and eliminate many angry phone calls. The Finance Committee directed administration to implement this process in the 2016-17 school year.

#### ADJOURNMENT

The meeting adjourned at 9:20 p.m.

Notes submitted by Dave Matyas, Business Administrator and Administrative Liaison to the Finance Committee.

**CENTRAL BUCKS SCHOOL DISTRICT**  
**Human Resources Committee Notes**  
**January 13, 2016**

**MEMBERS PRESENT**

**PRESENT**

Paul Faulkner, Chairperson  
Sharon Collopy, Member  
Karen Smith, Member

**OTHER BOARD MEMBERS AND ADMINISTRATORS**

Beth Darcy  
Glenn Schloeffel  
Jerel Wohl

Dr. David Bolton  
Dr. Nancy Silvious  
Dr. David Weitzel  
Andrea DiDio-Hauber

**COMMITTEE MEMBERS ABSENT**

Stephen Corr, Member

**PUBLIC COMMENT**

There was no public comment.

**PREVIOUS MEETING NOTES**

There were no changes to the meeting notes of October 14, 2015

**INFORMATION/DISCUSSION**

**Day-to-Day Substitute Training** – Ms. Hauber provided an update to the committee regarding the first day of substitute training which was held January 13 and 14, 2016. There were 125 individuals registered and 75 individuals on the waiting list for the next training. The first day began with some cancellations due to the icy morning, but overall the first day was a success. Mrs. Collopy asked about the cost of the training and if, after they substituted, they could get the \$75 reimbursed. Ms. Hauber stated that the \$75 charge covered the cost of food, supplies, and two certifications including the 2015-2016 school year and the 2016-2017 school year. After payment of the supplies, food and certifications the district is even. Ms. Hauber went on to share that the demographics of the training was for those individuals holding a bachelor's degree that wished to become trained to substitute for Central Bucks School District. Mrs. Darcy asked how long it will take for these individuals to get their certifications. Ms. Hauber indicated that it is a priority and if all required paperwork is submitted they should be certified by January 22, 2016. Mr. Schloeffel asked why we don't use the BCIU for substitutes. Ms. Hauber responded by informing the group the BCIU contracts with Source for Teachers for day-to-day substitute teachers. The fill rates for substitute teachers with Source for Teachers has been much less successful then our own fill rates and those districts that have signed on with Source for Teachers have not been pleased with the low fill rates. Mr. Schloeffel requested more information on substitute fill rates. Ms. Hauber indicated that she will gather the data and send to Board Members.

**Discussion and Action Items – Policies 317, 417, 517, 824 and 916**

**Policy 317, 417 and 517:** Ms. Hauber notified the committee that these three policies are the same policies with minor language differentiation for classified, professional and administrative staff. Ms. Hauber indicated that the updating of these three policies from PSBA is a result of the new Act 126 language changes. Mr. Gamble requested a change to policies 317, 417 and 517 to state "district property" rather than school grounds. The committee agreed.

**Policy 824 and 916:** The committee moved on to policies 824 and 916 with questions. Mrs. Collopy asked about policy 824, number 4 regarding touching a student without an educational reason. Ms. Collopy indicated that this language caused her some concern as there are occasions where an elementary school child will hug someone and she would not want them to think they are violating this policy. Mrs. Collopy asked if there is a list of educational reasons to touch a child. Ms. Hauber indicated she was not sure, but could inquire. Mrs. Smith asked how we are going to handle the acknowledgement sign off on page 5 of policy 916. A suggestion was made for electronic signature. Ms. Hauber will determine the most efficient way to roll this policy out and receive a signed acknowledgement in return. Mr. Wohl asked if Board members need clearances. Ms. Hauber indicated only if they intend to volunteer on a regular basis in a school building or attending an overnight field trip. Mrs. Darcy suggested that the Board Members should lead by example and obtain their clearances.

**Discussion Items** - Mrs. Darcy requested that when bringing pre-deliberational materials forward they be shared with all before going to the board for a vote. There was discussion about when material becomes public. Mrs. Darcy then requested that all materials be marked “draft.”

Mrs. Smith requested that a discussion be held at the next HR Committee meeting about how to speed up the process to change employment status of the special education E.A.s. Mrs. Smith would also like added to the next agenda a discussion about the 2-hour delay and teachers reporting to school when the students are reporting.

**Information Item - Principles of Responsible Conduct** – Ms. Hauber updated the committee on the progress of collecting information on the principles of responsible conduct. Ms. Hauber has been working with the Pennsylvania Department of Education to bring a training on this subject to the district. Ms. Hauber confirmed that there is a detailed training component in the Act 126 training required by all school district employees. District administration will continue to discuss this topic and review the training when it is made available and determine when we are able to offer it our employees.

#### **ANNOUNCEMENTS**

The next scheduled meeting is February 10, 2016.

#### **ADJOURNMENT**

Notes submitted by Andrea L. DiDio-Hauber, Director of Human Resources and Administrative Liaison to the Human Resources Committee.

**CENTRAL BUCKS SCHOOL DISTRICT**  
**Operations Committee Meeting Notes**  
**January 20, 2016**

Committee Members Present

Glenn Schloeffel, Chairperson  
John Gamble, Member  
Dennis Welden, Member  
Scott Kennedy, Director of Operations

Other Board Members and Administrators Present

Jerel Wohl	Beth Darcy
Steve Corr	Paul Faulkner
Karen Smith	Sharon Collopy
Dr. Dave Weitzel	Ken Rodemer
Dave Matyas	

The meeting was called to order at 6:00 PM by Glenn Schloeffel.

PUBLIC COMMENT

Mr. Schneider discussed the service memorial planned for Patriot Stadium and the desire of the stadium committee to recognize (7) individuals.

REVIEW OF MEETING NOTES

The November 18, 2015 Operations Committee Meeting Notes were reviewed.

INFORMATION/DISCUSSION/ACTION ITEMS

Ken Rodemer distributed and reviewed the Operations Report. Ken distributed a sketch and reviewed the proposed paving project at Cold Spring ES. This project will be reviewed at the February Operations Committee.

Scott Kennedy discussed the bid results for the Band Tower at CB East HS. The committee discussed the bid results and the fact that the CB East band parents were contributing \$15,000 to this project. The committee agreed to move forward with presenting the recommendation to the full Board.

Scott Kennedy reviewed the bid results for the infiltration pit at Holicong/East. This project may be part of a settlement with the ongoing litigation at East. The recommendation for now is to reject the bids pending further litigation. The committee agreed to move forward with presenting the recommendation to the full Board.

Scott Kennedy presented a proposal to install a UV disinfecting system for the CB South pool. Discussion about the benefits. The committee agreed to move forward with presenting the recommendation to the full Board.

Scott Kennedy reviewed the design sketches for the CB East Memorial including the proposed plaques and locations for names. Discussion between the committee and Mr. Schneider. The committee decided the following: Scott Kennedy & Ken Rodemer would work with the architect to provide additional space for names in case they are needed in the future; Dr. Weitzel and Scott Kennedy would work with the administration at East to locate an area in the stadium where the (7) individual plaques from the stadium could be displayed.

Scott Kennedy suggested the next security enhancement to our schools would involve installing security film at each main entrance vestibule. A video (3M) detailing the benefits of the security film was shown to the committee. The committee agreed to move forward with obtaining bids for this project.

The committee continued the discussion about air conditioning the remaining schools. Scott Kennedy will get a proposal from an engineering firm to study (2) schools and develop cost estimates for air conditioning in those two buildings. The committee agreed.

Scott Kennedy reviewed the existing Facility Use Policy and the proposed changes to be considered for approval. The committee decided to continue this discussion at the February Operations Committee meeting.

The Committee discussed the formation of an Ad Hoc Policy Committee which would be presented to the full Board.

### ADJOURNMENT

The meeting was adjourned at 6:55 p.m. Notes prepared by Scott Kennedy, Director of Operations and Administrative Liaison



# BUCKS COUNTY INTERMEDIATE UNIT # 22

## CALL TO ORDER

The Bucks County Intermediate Unit Board of School Directors conducted its regularly scheduled meeting on Tuesday, November 17, 2015 at 7:00 PM at the Bucks County Intermediate Unit #22 Samuel Everitt, 145 Forsythia Drive, South, Levittown, Pennsylvania 19056, and notice of the meeting was duly given to the newspapers and to the public as required by law.

## PLEDGE OF ALLEGIANCE

The meeting began with the pledge of allegiance, led by the students in Sandy Slavin's KenCrest Head Start Class in BCIU at Samuel Everitt in the Neshaminy School District.

## ROLL CALL ATTENDANCE

### Members

Mr. Michael Hartline, President (Centennial)  
Mr. John D'Angelo (Bristol Borough)  
Mr. Stephen Corr (Central Bucks)  
Mrs. Wanda Kartal (Morrisville)  
Mrs. Sandra Weisbrot (New Hope/Solebury)  
Mrs. Carol Clemens (Palisades)  
Mrs. Ada Miller (Pennridge)  
Mrs. Alison Smith (Pennsbury)  
Mr. Ronald Jackson (Quakertown)

### ABSENT: Members

Mrs. Patricia Sexton, Vice President (Council Rock)  
Mrs. Pamela Strange (Bensalem)  
Mrs. Helen Cini (Bristol Township)  
Mrs. Susan Cummings (Neshaminy)

### OFFICERS:

Executive Director  
Deputy Executive Director  
Treasurer  
Secretary

Dr. Mark Hoffman  
Dr. Michael Masko  
Mrs. Paula Harland  
Mrs. Elizabeth Bittenmaster

**PRESENTATION** – A presentation was made by Principal Shannon Krommelbein-Fein on Bucks County Intermediate Unit #22 Samuel Everitt.

**SPECIAL EDUCATION MINI REPORT** – The mini report was provided by Shannon Krommelbein-Fein on Bucks County Intermediate Unit #22 Samuel Everitt.

**PROGRAMS & SERVICES MINI REPORT** – The mini report was provided by Shannon-Fein Krommelbein on Integrating Educational Technology into BCIU#22 Samuel Everitt.

**AWESOME NEWS REPORT** – Dr. Hoffman shared various awesome news.

**PUBLIC PARTICIPATION** – Mrs. Beth Teitelman thanked Mrs. Sexton and Mrs. Cummings for their years of service.

Upon a motion by Mr. Stephen Corr, seconded by Mrs. Sandra Weisbröt, and passed unanimously by voice vote of nine (9) Board Members, the Board approved Items #1 – 24 with the exception of Items #6 and #12, which were approved separately:

**APPROVAL OF MINUTES**

Approved the Minutes from the October 20, 2015, 2015 Board Meeting. (Refer to Minutes in November 17, 2015 Board Agenda).

**APPROVAL OF TREASURER'S REPORT**

Approved the Treasurer's Report for the period of July 1, 2015 through October 31, 2015. (Refer to Report in November 17, 2015 Board Agenda).

**APPROVAL OF BILLS FOR PAYMENT**

Approved the Bills for Payment for the month of October 2015. (Refer to Report in November 17, 2015 Board Agenda).

**APPROVAL OF BUDGET APPROVAL**

Approved the 2014-2015 Title II, Part A-Nonpublic Budget for the period of July 1, 2014 to June 30, 2015 in the amount of \$32,034. (Refer to Report in November 17, 2015 Board Agenda).

**APPROVAL OF BUDGET REVISION**

Approved the 2015-2016 Education for Children and Youth Experiencing Homelessness – Region #8 Budget Revision for the period of July 1, 2015 to September 30, 2016 in the amount of \$247,546. (Refer to Report in November 17, 2015 Board Agenda).

**APPROVAL OF AGREEMENT**

Approved the Affiliation Agreement with Drexel University for Nursing and Health Professions for the period of November 17, 2015 through June 30, 2017 at no cost. (Refer to Agreement in November 17, 2015 Board Agenda)

**APPROVAL OF AGREEMENT**

Approved the Memorandum of Agreement with Pennsylvania State University for Communication Sciences and Disorders for the period of July 1, 2015 through July 1, 2016 and year-to-year thereafter unless terminated by either party at no cost. (Refer to Agreement in November 17, 2015 Board Agenda)

**APPROVAL OF PRIVATE PROVIDER AGREEMENTS**

Approved the Special Education School Age Private Provider Agreements for the period of November 17, 2015 through June 30, 2016 for an estimated total amount of \$161,280. (Refer to Agreements in November 17, 2015 Board Agenda)

**APPROVAL OF PROPOSAL**

Approved to accept RTI, Inc.'s Proposal and invoice districts for their proportionate share of the Homestead/Farmstead Application Mailing for the period of December 2015/January 2016 for an estimated cost of \$31,705. (Refer to Proposal in November 17, 2015 Board Agenda)

**APPROVAL OF CONTRACTS**

Approved the Title I Nonpublic Remedial Reading Instruction Contracts with Centennial, Pennsbury and Upper Moreland Township School Districts for the period of August 25, 2015 to June 30, 2016 for a revenue amount of \$38,262.72. (Refer to Contracts in November 17, 2015 Board Agenda)

**APPROVAL OF AGREEMENTS**

Approved the Agreements to provide Technical Application Workshops to the Trevoise Day School on October 16, 2015 for the revenue amount of \$350, and St. Ignatius Home and School on November 19, 2015 for the revenue amount of \$250. (Refer to Agreements in November 17, 2015 Board Agenda)

**APPROVAL OF CONTRACTS AND PURCHASES**

Approved the Contracts & Purchases for the month of November 2015 in the amount of \$59,939.18 as follows:

<b>CONTRACTS</b>	<b>DESCRIPTION</b>	<b>BUDGET</b>	<b>AMOUNT</b>
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Sharon Diggans	Presenter Agreement for One (1) Session at the Gifted Conference on November 18, 2015	Local In-Service	\$0.00
A Fishman Consulting LLC	Presenter Agreement for Workshop on November 13, 2015	Local In-Service	\$1,000.00
Pamela Girvin Hackett	Presenter Agreement for One (1) Session at the Gifted Conference on November 18, 2015	Local In-Service	0.00
Candice Donnelly Knox	Presenter Agreement for One (1) Session at the Gifted Conference on November 18, 2015	Local In-Service	0.00
Adam Lorence	Presenter Agreement for One (1) Session at the Gifted Conference on November 18, 2015	Local In-Service	0.00
Pathways to Quality, LLC	Provide Professional Development Training for Head Start Teachers/Teachers Assistants on November 3, 2015 Plus Expenses	Head Start	1,950.00
Michele A. Spack	Presenter Agreement for One (1) Session at the Gifted Conference on November 18, 2015 Plus Mileage Reimbursement	Local In-Service	75.00
Teaching Strategies, LLC	Online Services Agreement for Curriculum Management System August 1, 2015 - July 31, 2016	Head Start	5,368.42
Joseph H. Werner, MD	Consultant Agreement for 2015-2016 School Year	Project Access	10,000.00
Worth & Company, Inc.	Preventive Maintenance Contract on HVAC System at Quakertown Center Classroom as Required by Lease through March 2016, Quarterly @\$238.75	School Age Special Ed	955.00
		<b>Sub-Total:</b>	<b>\$19,348.42</b>

<b>PURCHASES</b>	<b>DESCRIPTION</b>	<b>BUDGET</b>	<b>AMOUNT</b>
ePlus Technology	Continued Support for SAN, January 1, 2016 to December 31, 2016	Technology Services	\$24,532.76
ESM Solutions Corporation	E-School Mall Subscription for Easy Bid Software Annual Hosting & Support Fee December 10, 2015 to December 9, 2016	Purchasing	7,658.00

IDEATECTS, Inc.	Additional Services with IDEATECTS to Provide Leadership Dynamics to the Neshaminy School District	Leaderships Dynamics	6,000.00
Marybeth Newberry	Additional Services for Literacy Coaching to Bristol Township School District	Keystones to Opportunity	2,400.00
			<b>Sub-Total: \$40,590.76</b>
			<b>Grand Total: \$59,939.18</b>

**APPROVAL OF AMENDMENT TO AGREEMENT**

Approved the First Amendment to Agreement dated November 18, 2014 with The Church of St. Andrew and St. Monica to provide evaluation services for the period of October 1, 2015 to September 30, 2017 for revenue in the amount of \$47,892. (Refer to Amendment to Agreement in November 17, 2015 Board Agenda)

**APPROVAL OF AMENDMENT TO AGREEMENT**

Approved the First Amendment to Agreement dated November 18, 2014 with the Lower Bucks Family YMCA (Cohort 7 Year 2 and Year 3 of the Pennsylvania 21<sup>st</sup> Century Community Learning Center Grants) to provide evaluation services for the period of October 1, 2015 to September 30, 2017 for revenue in the amount of \$48,000. (Refer to Amendment to Agreement in November 17, 2015 Board Agenda)

**APPROVAL OF AMENDMENT TO AGREEMENT**

Approved the First Amendment to Agreement dated October 21, 2014 with the Lower Bucks Family YMCA (Cohort 6A Year 4 of the Pennsylvania 21<sup>st</sup> Century Community Learning Center Grants) to provide evaluation services for the period of October 1, 2015 to September 30, 2017 for revenue in the amount of \$11,700. (Refer to Amendment to Agreement in November 17, 2015 Board Agenda)

**APPROVAL OF REVISED LEASE AGREEMENT**

Approved the Revised Lease Agreement to Emilie Methodist Church for maintenance and Internet access in two classrooms for the period of July 1, 2015 through June 30, 2016 for an additional cost of \$4,350 (Refer to Agreement in November 17, 2015 Board Agenda)

**APPROVAL OF PRIVATE PROVIDER AGREEMENTS**

Approved the Early Childhood Private Provider Agreements for the period of July 1, 2015 through June 30, 2016 for a total amount of \$250,213. (Refer to Agreements in November 17, 2015 Board Agenda)

**APPROVAL OF AWARD FOR AUDIOMETRIC EXAMINATION/TESTING SUITE BID**

Approved the Award for the Audiometric Examination/Testing Suite Bid #16-120 for the Fall 2015 – Winter 2016 in the amount of \$50,595 to e3 Diagnostics d/b/a e3 Midlantic Technologies Group.

**APPROVAL OF BUCKS COUNTY SCHOOLS COOPERATIVE PURCHASING GROUP BID**

Approved to Award the Bucks County Schools Cooperative Purchasing Group Bid #16-611 Nurse and Trainer for the period of January 1, 2016 through December 31, 2016 in the amount of \$65,135.77 to the following recommended vendors:

**Vendors Recommended for Award:**

Delcrest Medical Services	\$11,542.86
Henry Schein, Inc.	\$13,584.37
Medco Supply Company	\$7,451.33
Moore Medical, LLC	\$15,380.77
School Health Corporation	\$17,176.44

**APPROVAL OF BUILDING RENOVATIONS**

Approved the renovation of the first floor computer lab for use by the Early Intervention and Audiology Departments during the Fall/Winder 2015 utilizing S.J. Thomas Co., Inc. at an estimated cost of \$22,000.

**APPROVAL OF SECOND AND FINAL READING OF POLICY**

Approved the Second and Final Reading of Policy 716 – Integrated Pest Management. (Refer to Policy in November 17, 2015 Board Agenda).

**APPROVAL OF VARIOUS HUMAN RESOURCES ITEMS**

Approved the various Human Resources items (A through H) as amended. (Refer to attached Report dated November 17, 2015).

**Upon a motion by Mrs. Carol Clemens, seconded by Mr. Ron Jackson, and passed unanimously by roll call vote of nine (9) Board Members, the Board approved Item #6:**

BOARD MEMBER	Y/N	BOARD MEMBER	Y/N
Mr. Michael Hartline, P	Y	Mrs. Ada Miller	Y
Mrs. Carol Clemens	Y	Mr. John D'Angelo	Y
Mr. Stephen Corr	Y	Mrs. Alison Smith	Y
Mrs. Sandra Weisbrot	Y	Mr. Ron Jackson	Y
Mrs. Wanda Kartal	Y		

**ACCEPTANCE OF BOARD MEMBER RETIREMENT AND APPOINTMENT**

Accepted the Retirement of Mrs. Patricia Sexton as Vice President of the Bucks County Intermediate Unit #22 and Board Member of the Council Rock School District, and the Appointment of Mr. Stephen Corr to serve as Vice President of the Bucks County Intermediate Unit #22 Board of School Directors for the period of December 4, 2015 until June 30, 2016.

**Upon a motion by Mr. John D'Angelo, seconded by Mr. Stephen Corr, and passed unanimously by voice vote of nine (9) Board Members, the Board approved Item #12:**

**APPROVAL OF AGREEMENT**

Approved the Agreement with Catapult Learning to provide Auxiliary Services to Nonpublic Students for the period of July 1, 2015 to June 30, 2016 for an amount not to exceed \$3,005,251. (Refer to Agreement in November 17, 2015 Board Agenda)

**INFORMATION ITEM:** Mrs. Rebecca Malamis provided a Legislative Report.

**OLD BUSINESS** – None

**NEW BUSINESS** – None

**PUBLIC PARTICIPATION** - None

**ADJOURNMENT**

**Upon a motion by Mr. Stephen Corr, seconded by Mrs. Alison Smith, and passed by unanimous voice vote of nine (9) Board Members, the Board agreed to adjourn the meeting.**

The meeting adjourned at 8:08 PM.

**NEXT MEETING**

The next regularly scheduled meeting of the Bucks County Intermediate Unit #22 Board of School Directors is: **Tuesday, January 19, 2016 at 7:00 PM** at the Administration Building, 705 N. Shady Retreat Road, Doylestown, PA 18901.

Respectfully Submitted,



Elizabeth Bittenmaster, Board Secretary  
Bucks County Intermediate Unit #22  
Board of School Directors

**Stephen A. Corr**  
**509 Starflower Street**  
**Warrington, PA 18976**

February 9, 2016

Ms. Beth Darcy  
President  
Central Bucks School Board  
16 Weldon Road  
Doylestown, PA 18901

Dear Beth,

As we have discussed, I have accepted a position with the law firm of Begley, Carlin & Mandio. I start with BCM on Monday February 15, 2016. Because Jeff Garton serves as the Board's Solicitor, my employment at BCM creates a potential conflict of interest. Therefore, I am notifying you of my resignation from the Central Bucks School Board effective Friday February 12, 2016.

I wish you, the Board and the entire Central Bucks community continued success in the future.

Very truly yours,



Stephen A. Corr

cc: David P. Weitzel, Ed.D., Superintendent of Schools

**CENTRAL BUCKS SCHOOL DISTRICT  
SCHOOL BOARD MEETING**

**February 23, 2016**

**FOR ACTION: Treasurer's Report**

The Treasurer's Report provides a summary of financial transactions for the month of January 2016 which includes receipts, disbursements, and balances for all funds.

**RECOMMENDATION:**

The administration is recommending that the Board approve the Treasurer's Report for the month of January 2016.

**The Central Bucks School District  
General Fund  
Treasurer's Report  
1/31/2016**

<b>Beginning Cash Balance</b>		<b>\$4,719,647.04</b>
<b>Receipts</b>		
<b>Local General Funds Receipts</b>		
Local Collectors	637,844.01	
County of Bucks	575,637.72	
EIT	1,035,838.44	
Interest Earnings	12,163.27	
Facility Use Fees	60,964.75	
Tuition, Community School	287,464.16	
Contributions	54,400.89	
Miscellaneous	97,308.19	
<b>Total Local General Funds Receipts</b>	<b>\$2,761,621.43</b>	
<b>State General Fund Receipts</b>		
Basic Ed Subsidy	6,901,343.30	
Soc Sec & Retirement	10,840,186.17	
State Subsidy- Other	7,231,832.43	
<b>Total State General Fund Receipts</b>	<b>\$24,973,361.90</b>	
<b>Federal General Fund Receipts</b>		
Title 2	191,604.91	
IDEA	1,112,842.78	
Other Federal Subsidies	410,088.62	
<b>Total Federal General Fund Receipts</b>	<b>\$1,714,536.31</b>	
<b>Other Receipts</b>		
Investments Matured	19,930,000.00	
Offsets to Expenditures	93,574.73	
<b>Total Other Receipts</b>	<b>\$20,023,574.73</b>	
<b>Total Receipts</b>		<b>\$49,473,094.37</b>
<b>Total Beginning Cash Balance and Receipts(carried to next page)</b>		<b>\$54,192,741.41</b>

**The Central Bucks School District  
General Fund  
Treasurer's Report Continued  
1/31/2016**

<b>Total Beginning Cash Balance and Receipts</b> (from previous page)		<b>\$54,192,741.41</b>
<b>Disbursements</b>		
* Checks (see detail below)	2,427,308.42	
Electronic Payments:		
Employee Payroll Taxes/WH	1,511,518.57	
Employer Payroll Taxes	436,781.66	
PSERS Retire	3,101,802.54	
403B/457PMT	347,904.88	
Health Benefit Payments	<u>2,933,699.39</u>	
Electronic Payments Total:	8,331,707.04	
Transfer to Payroll	7,588,372.12	
<b>Total Disbursements</b>		<b>\$18,347,387.58</b>
<b>Ending Cash Balance</b>	<b>1/31/2015</b>	<b>\$35,845,353.83</b>

**\* Check Detail**

First Check Run-	Board Approved 01/12/2016	\$1,035,585.42
Second Check Run-	Board Approved 01/26/2016	\$68,900.00
Third Check Run-	Board Approved 01/26/2016	\$84,891.77
Fourth Check Run-	Board Approved 02/09/2016	<u>\$1,005,593.03</u>
<b>Total Check Runs-</b>	Detail provided when Board Approved	<b>\$2,194,970.22</b>
Less Voided Checks		<u>(\$69,150.80)</u>
<b>January Check Disbursements</b>		<b>\$2,125,819.42</b>
Add Prior Month A/P Funded This Month		\$1,398,396.38
Less This Month A/P To Be Funded Next Month		<u>\$1,096,907.38</u>
<b>Checks Funded This Month</b>		<b><u>\$2,427,308.42</u></b>



**The Central Bucks School District  
Capital Fund  
Treasurer's Report Continued  
1/31/2016**

<b>Beginning Cash Balance</b>		<b>\$196,810.37</b>
Receipts		
Interest Earnings	\$110.04	
Cash Transfers from Reserve Accounts	\$998,029.54	
<b>Total Receipts</b>		<b>\$998,139.58</b>
Disbursements		
* Checks (see detail below)		\$359,204.64
<b>Ending Cash Balance</b>		<b>\$835,745.31</b>

**\* Check Detail**

First Check Run-	Board Approved 01/26/2016	\$282,423.36
Second Check Run-	Board Approved 01/26/2016	\$7,437.50
Third Check Run-	Board Approved 02/09/2016	\$708,168.68
<b>January Check Disbursements</b>	Detail provided when Board Approved	<u>\$998,029.54</u>
Add Prior Month A/P Funded This Month		\$183,935.65
Less This Month A/P To Be Funded Next Month		<u>\$822,760.55</u>
<b>Checks Funded This Month</b>		<u><u>\$359,204.64</u></u>

**The Central Bucks School District  
Food Service  
Treasurer's Report Continued  
1/31/2016**

<b>Beginning Cash Balance</b>		<b>\$343,546.60</b>
Receipts		
Interest Earnings	\$99.24	
Student Lunch Account Deposits	\$392,131.56	
Subsidies	\$64,715.64	
<b>Total Receipts</b>		<b>\$456,946.44</b>
Disbursements		
* Checks (see detail below)	\$6,796.13	
Electronic Payments	\$417,164.69	
<b>Total Disbursements</b>		<b>\$423,960.82</b>
<b>Ending Cash Balance</b>		<b>\$376,532.22</b>

**\* Check Detail**

January Check Disbursements	Detail provided when Board Approved	\$0.00
Add Prior Month A/P Funded This Month		\$6,796.13
Less This Month A/P To Be Funded Next Month		\$0.00
<b>Checks Funded This Month</b>		<b>\$6,796.13</b>

**CENTRAL BUCKS SCHOOL DISTRICT  
SCHOOL BOARD MEETING**

**February 23, 2016**

**FOR ACTION: Accounts Payable Check Register Approval**

The Accounts Payable Check Registers included herein provide a listing of payment transactions for Fund 1 checks dated February 15, 2016 and February 18, 2016, Fund 3 checks dated February 8, 2016; and Fund 5 checks dated February 5, 2016.

**RECOMMENDATION:**

The administration is recommending that the Board approve the payment transactions listed in the Check Registers as noted above.

**Bank Account - Check Details by Date**  
 Central Bucks School District

February 16, 2016 7:12 AM

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*fund 1  
 AP  
 P/R*

Bank Account No.: TD GENERAL AP, Date Filter: 02/15/16  
 Check Ledger: Bank Account No.: TD GENERAL AP

Date	Check No.	Vendor No.	Vendor Name	Amount	Voided Amount	Entry Status
<b>TD GENERAL AP</b>		<b>TD Bank, N.A.</b>				
02/15/16	190731	13986	CA SDU	85.93	0.00	Posted
02/15/16	190732	009920	CBEA	71,581.17	0.00	Posted
02/15/16	190733	009921	CBESPA	13,800.58	0.00	Posted
02/15/16	190734	009923	CBTA	1,585.44	0.00	Posted
02/15/16	190735	6399	CENTRAL BUCKS ADMINISTRATORS	3,590.00	0.00	Posted
02/15/16	190736	010067	PHEAA	625.00	0.00	Posted
02/15/16	190737	010100	UNITED WAY OF BUCKS CO	265.82	0.00	Posted
			<b>Totals for 02/15/16</b>	<b>91,533.94</b>	<b>0.00</b>	

TD Bank, N.A.

Bank Account - Check Details by Date  
 Central Bucks School District

*Just 1 AP*

Bank Account: No.: TD GENERAL AP, Date Filter: 02/18/16  
 Check Ledger: Bank Account No.: TD GENERAL AP

Date	Check No.	Vendor No.	Vendor Name	Amount	Voided Amount	Entry Status
TD GENERAL AP		TD Bank, N.A.				
02/18/16	190738	2412	A.H. CORNELL & SON, INC.	14,650.00	0.00	Posted
02/18/16	190739	13346	ACADEMIC ENTERTAINMENT, INC.	906.50	0.00	Posted
02/18/16	190740	000044	ACE MAINTENANCE	863.56	0.00	Posted
02/18/16	190741	11592	ACHIEVEMENT HOUSE CHARTER SC	2,349.46	0.00	Posted
02/18/16	190742	18237	ACTFL	79.00	0.00	Posted
02/18/16	190743	18120	ADVANCED PROTECTION COMPANY	552.00	0.00	Posted
02/18/16	190744	8683	AERC RECYCLING SOLUTIONS	393.23	0.00	Posted
02/18/16	190745	000576	AIR GAS EAST	81.67	0.00	Posted
02/18/16	190746	000062	ALBERTSONS	162.08	0.00	Posted
02/18/16	190747	C05150	ALDERFER, CARA	61.64	0.00	Posted
02/18/16	190748	18250	AMPRO SPORTS	153.00	0.00	Posted
02/18/16	190749	17387	ANALYTICAL LABORATORIES INC	0.00	0.00	Voided
02/18/16	190750	17387	ANALYTICAL LABORATORIES INC	0.00	0.00	Voided
02/18/16	190751	17387	ANALYTICAL LABORATORIES INC	685.00	0.00	Posted
02/18/16	190752	17391	ARAMARK	7,067.04	0.00	Posted
02/18/16	190753	G09763	ARMSTRONG, KAITLYN	23.95	0.00	Posted
02/18/16	190754	T4027	ARRISON, FRANK J. & ELIZABETH G.	3,125.53	0.00	Posted
02/18/16	190755	1665	ASCD	89.00	0.00	Posted
02/18/16	190756	18258	ASPER, DAN	30.76	0.00	Posted
02/18/16	190757	2835	ASSOC. FOR SUPER. & CURR. DEV./A	39.00	0.00	Posted
02/18/16	190758	17778	ASSURANT EMPLOYEE BENEFITS	35,872.76	0.00	Posted
02/18/16	190759	6928	ATLANTIC ROOFING CORP.	4,880.00	0.00	Posted
02/18/16	190760	C05043	AUGER, ANGELIQUE	181.52	0.00	Posted
02/18/16	190761	G09421	BALKIT, PATRICK	1,050.00	0.00	Posted
02/18/16	190762	000488	BAUER, JOSEPH & SONS, INC.	42,062.75	0.00	Posted
02/18/16	190763	000495	BEARINGS & DRIVES UNLIMITED	64.50	0.00	Posted
02/18/16	190764	000528	BERGEY'S INC	52.00	0.00	Posted
02/18/16	190765	A001207	BOOTHMAN, DELLA	160.54	0.00	Posted
02/18/16	190766	17896	BRANDYWINE ELEVATOR GROUP	374.00	0.00	Posted
02/18/16	190767	18212	BRIAN FILIPS	48.76	0.00	Posted
02/18/16	190768	E07076	BROWN, MICHAEL F.	162.84	0.00	Posted
02/18/16	190769	G9408	BUNNER, RACHEL	657.00	0.00	Posted
02/18/16	190770	000720	BUCKS COUNTY IU #22	10,069.00	0.00	Posted
02/18/16	190771	522	BUCKS COUNTY SCHOOL ADMINS. A	60.00	0.00	Posted
02/18/16	190772	000738	BUCKS COUNTY WATER & SEWER	0.00	0.00	Voided
02/18/16	190773	000738	BUCKS COUNTY WATER & SEWER	7,018.79	0.00	Posted
02/18/16	190774	17116	BUCKS LEARNING ACADEMY	24,327.00	0.00	Posted
02/18/16	190775	17560	C SANDERS EMBLEMS, L.P.	128.80	0.00	Posted
02/18/16	190776	8214	CAMBRIDGE UNIVERSITY PRESS	675.51	0.00	Posted
02/18/16	190777	18443	CARDWELL WOOTTEN	1,500.00	0.00	Posted
02/18/16	190778	000900	CAROLINA BIO SUPPLY CO. (STC)	1,073.95	0.00	Posted
02/18/16	190779	18445	CATALANOTTO, PETER	600.00	0.00	Posted
02/18/16	190780	5699	CDW GOVERNMENT	16,309.00	0.00	Posted
02/18/16	190781	000962	CENTRAL BUCKS EAST STUDENT	600.00	0.00	Posted
02/18/16	190782	3514	CHESTER COUNTY INTERMEDIATE U	3,611.52	0.00	Posted
02/18/16	190783	18280	CHILDREN'S PLUS, INC	876.73	0.00	Posted
02/18/16	190784	18283	CIRRUS GROUP LLC	730.00	0.00	Posted
02/18/16	190785	18377	CLAUDIA GROVES CHERNOW, MD	300.00	0.00	Posted
02/18/16	190786	10245	COMMONWEALTH CONNECTIONS AC	39,649.87	0.00	Posted

Bank Account - Check Details by Date

Central Bucks School District

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Bank Account No.: TD GENERAL AP, Date Filter: 02/18/16

Check Ledger: Bank Account No.: TD GENERAL AP

Date	Check No.	Vendor No.	Vendor Name	Amount	Voided Amount	Entry Status
TD GENERAL AP		TD Bank, N.A.				
02/18/16	190787	001256	COMMONWEALTH OF PENNSYLVANI	88.00	0.00	Posted
02/18/16	190788	17054	COMP SERVICES, INC	1,390.00	0.00	Posted
02/18/16	190789	G09765	COOK, DANIELLE	1,500.00	0.00	Posted
02/18/16	190790	005883	CORTINEO CREATIVE	46.65	0.00	Posted
02/18/16	190791	001392	COUNCIL FOR EXCEPTIONAL	205.00	0.00	Posted
02/18/16	190792	001422	COUNTY OF BUCKS	270.00	0.00	Posted
02/18/16	190793	000709	COURIER TIMES INC	819.15	0.00	Posted
02/18/16	190794	001434	COYNE CHEMICAL	808.87	0.00	Posted
02/18/16	190795	18458	CREATIVE EDUCATIONAL OPTIONS,	5,000.00	0.00	Posted
02/18/16	190796	9861	CRONIN, SUSAN M.	39.10	0.00	Posted
02/18/16	190797	G09391	CROSSLAND, ASHLEY	29.47	0.00	Posted
02/18/16	190798	16614	CUNNINGHAM, ANNE	63.28	0.00	Posted
02/18/16	190799	16456	D ARMSTRONG INSTALLATIONS	440.00	0.00	Posted
02/18/16	190800	B04135	DAILEY, SUZANNE	141.21	0.00	Posted
02/18/16	190801	16075	DEANGELIS, MICHAEL & BEATRICE	15,000.00	0.00	Posted
02/18/16	190802	001674	DELTA DENTAL OF PENNSYLVANIA	99,000.00	0.00	Posted
02/18/16	190803	001720	DETLAN EQUIPMENT INC.	645.29	0.00	Posted
02/18/16	190804	14152	DIRECT ENERGY	25,280.31	0.00	Posted
02/18/16	190805	008181	DOMAN, KAREN	244.44	0.00	Posted
02/18/16	190806	G09458	DOME, DONNA S.	26.34	0.00	Posted
02/18/16	190807	000190	DON JOHNSTON, INC.	99.00	0.00	Posted
02/18/16	190808	G09411	DONOHUE, HALEY	232.42	0.00	Posted
02/18/16	190809	G09730	DOWD, ANDREW	247.25	0.00	Posted
02/18/16	190810	001956	DOYLESTOWN BOROUGH	335.22	0.00	Posted
02/18/16	190811	001878	DOYLESTOWN ELEC. SUPPLY CO.	0.00	0.00	Voided
02/18/16	190812	001878	DOYLESTOWN ELEC. SUPPLY CO.	645.00	0.00	Posted
02/18/16	190813	3280	DOYLESTOWN TOWNSHIP	204.07	0.00	Posted
02/18/16	190814	4904	EAGLE INDUSTRIAL HYGIENE	750.00	0.00	Posted
02/18/16	190815	002014	EAGLES PEAK SPRING WATER INC	322.50	0.00	Posted
02/18/16	190816	002203	ELLISON ED. EQUIPMENT INC.	34.00	0.00	Posted
02/18/16	190817	17756	EMR POWER SYSTEMS LLC	1,318.42	0.00	Posted
02/18/16	190818	002272	ETA HAND2MIND	203.15	0.00	Posted
02/18/16	190819	G09749	FEDELL, DYLAN	162.84	0.00	Posted
02/18/16	190820	G09305	FELICIANI, GABRIELLE	450.00	0.00	Posted
02/18/16	190821	16870	FERTIG, RICK	1,435.00	0.00	Posted
02/18/16	190822	G09734	FILES, TARA	74.01	0.00	Posted
02/18/16	190823	18207	FINELLI, JENNIFER & PETER	120.00	0.00	Posted
02/18/16	190824	005552	FIRST STUDENT, INC.	699,542.37	0.00	Posted
02/18/16	190825	000036	FOLLETT SCHOOL SOLUTIONS, INC.	1,774.36	0.00	Posted
02/18/16	190826	11572	FORMTECHNOLOGY, INC.	20,822.50	0.00	Posted
02/18/16	190827	4461	FOUNDATIONS BEHAVIORAL HEALTH	22,707.00	0.00	Posted
02/18/16	190828	G09716	FREDERICK, CAROL	102.50	0.00	Posted
02/18/16	190829	G09445	FREED, MATTHEW	17.25	0.00	Posted
02/18/16	190830	17643	FULL COMPASS SYSTEMS, LTD	903.00	0.00	Posted
02/18/16	190831	G09759	GILLEN, MEGAN	260.94	0.00	Posted
02/18/16	190832	G09306	GLEICHER, MICHAEL	637.50	0.00	Posted
02/18/16	190833	002757	GRAINGER INC	2,060.96	0.00	Posted
02/18/16	190834	18452	GREATER PHILADELPHIA TEACHER J	425.00	0.00	Posted
02/18/16	190835	16584	GROVE CITY AREA SCHOOL DISTRIC	3,762.10	0.00	Posted

Bank Account - Check Details by Date

Central Bucks School District

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Bank Account: No.: TD GENERAL AP, Date Filter: 02/18/16

Check Ledger: Bank Account No.: TD GENERAL AP

Date	Check No.	Vendor No.	Vendor Name	Amount	Voided Amount	Entry Status
TD GENERAL AP			TD Bank, N.A.			
02/18/16	190836	002839	GROVE SUPPLY, INC.	26.61	0.00	Posted
02/18/16	190837	002892	Hajoca Corporation	650.71	0.00	Posted
02/18/16	190838	2392	HARRINGTON INDUSTRIAL PLASTICS	110.80	0.00	Posted
02/18/16	190839	3738	HEINEMANN/GREENWOOD PUBLISHI	858.00	0.00	Posted
02/18/16	190840	003097	HEROLD'S PEST CONTROL CO.	2,000.00	0.00	Posted
02/18/16	190841	7216	HILTI, INC.	672.18	0.00	Posted
02/18/16	190842	17548	HMS SCHOOL FOR CHILDREN WITH	9,400.00	0.00	Posted
02/18/16	190843	18170	HOLICONG POST OFFICE	600.00	0.00	Posted
02/18/16	190844	003208	HOME DEPOT	986.26	0.00	Posted
02/18/16	190845	005245	HORSHAM CLINIC	0.00	0.00	Voided
02/18/16	190846	005245	HORSHAM CLINIC	2,800.00	0.00	Posted
02/18/16	190847	003192	HOUGHTON MIFFLIN HARCOURT	3,313.20	0.00	Posted
02/18/16	190848	G09329	HOUSER, KAREN	79.35	0.00	Posted
02/18/16	190849	18396	ILYNE BILLIE	275.00	0.00	Posted
02/18/16	190850	003330	INDUSTRIAL COMBUSTION ASSOC.	920.00	0.00	Posted
02/18/16	190851	1914	INDUSTRIAL CONTROLS DISTRIBUTO	353.68	0.00	Posted
02/18/16	190852	003364	INTEGRA ONE	148.00	0.00	Posted
02/18/16	190853	17129	IPEVO	94.05	0.00	Posted
02/18/16	190854	10230	J.L. WATTS EXCAVATING, INC.	12,620.00	0.00	Posted
02/18/16	190855	12929	JOHN DUBYK CONTRACTORS, INC.	11,878.75	0.00	Posted
02/18/16	190856	003540	JUNIOR LIBRARY GUILD	2,643.00	0.00	Posted
02/18/16	190857	17259	K12 ENTERPRISE	170.00	0.00	Posted
02/18/16	190858	G09460	KEIM, KAREN	1,550.00	0.00	Posted
02/18/16	190859	E07000	KISTNER, RUTH	228.39	0.00	Posted
02/18/16	190860	003573	KMART #3737	139.08	0.00	Posted
02/18/16	190861	003744	KURTZ BROS	113.34	0.00	Posted
02/18/16	190862	003777	LAKESIDE EDUCATIONAL NETWORK	61,758.50	0.00	Posted
02/18/16	190863	11561	LEARNING A-Z	155.74	0.00	Posted
02/18/16	190864	A00555	LEATHERBARROW, CHERYL	708.95	0.00	Posted
02/18/16	190865	17665	LEWIS, KRISTINE	3,000.00	0.00	Posted
02/18/16	190866	15145	LOUISE SILBERG	48.96	0.00	Posted
02/18/16	190867	5323	LOWE'S COMPANIES, INC.	465.45	0.00	Posted
02/18/16	190868	004097	MARVIC SUPPLY CO., INC.	409.00	0.00	Posted
02/18/16	190869	17403	MARY VAN ELLIS	14.95	0.00	Posted
02/18/16	190870	G09742	MEIDT, REBECCA	27.95	0.00	Posted
02/18/16	190871	18133	MELANIE SOBIECH	94.94	0.00	Posted
02/18/16	190872	008783	MENNA JOAN	66.78	0.00	Posted
02/18/16	190873	004234	MICHEL CO INC, R.E.	347.81	0.00	Posted
02/18/16	190874	18424	MICRO STRATEGIES INC	32,903.92	0.00	Posted
02/18/16	190875	9513	MOBILE LIFTS, INC.	593.75	0.00	Posted
02/18/16	190876	18112	MORTON SALT, INC.	3,061.69	0.00	Posted
02/18/16	190877	G09760	MULLEN, KATELYN	139.09	0.00	Posted
02/18/16	190878	G09726	MURPHY, BARBARA	347.50	0.00	Posted
02/18/16	190879	G09746	MYERS, ELIZABETH	96.60	0.00	Posted
02/18/16	190880	G09724	MYERS, MICHELE	117.65	0.00	Posted
02/18/16	190881	17656	NATIONAL ENERGY CONTROL CORP	1,040.95	0.00	Posted
02/18/16	190882	18450	NEWSELA	378.00	0.00	Posted
02/18/16	190883	004609	NORTH PENN WATER AUTHORITY	214.10	0.00	Posted
02/18/16	190884	14169	O'BRIEN, JESSICA	84.64	0.00	Posted

Bank Account - Check Details by Date

Central Bucks School District

Bank Account: No.: TD GENERAL AP, Date Filter: 02/18/16

Check Ledger: Bank Account No.: TD GENERAL AP

Date	Check No.	Vendor No.	Vendor Name	Amount	Voided Amount	Entry Status
TD GENERAL AP		TD Bank, N.A.				
02/18/16	190885	13722	O'CONNOR, JILLIAN	31.05	0.00	Posted
02/18/16	190886	004638	OFFICE BASICS	0.00	0.00	Voided
02/18/16	190887	004638	OFFICE BASICS	0.00	0.00	Voided
02/18/16	190888	004638	OFFICE BASICS	1,610.59	0.00	Posted
02/18/16	190889	G09740	ORENSTEIN, ZACHARY	204.40	0.00	Posted
02/18/16	190890	11250	PA LEADERSHIP CHARTER SCHOOL	10,811.77	0.00	Posted
02/18/16	190891	17739	PAPCO	73,299.48	0.00	Posted
02/18/16	190892	7564	PAPER MART INC.	1,146.12	0.00	Posted
02/18/16	190893	005580	PATTERSON MEDICAL	40.20	0.00	Posted
02/18/16	190894	004374	PAUL B MOYER & SONS, INC.	0.00	0.00	Voided
02/18/16	190895	004374	PAUL B MOYER & SONS, INC.	744.12	0.00	Posted
02/18/16	190896	G09727	PELLEGRINO, MARY	774.50	0.00	Posted
02/18/16	190897	18456	PENN BEHAVIORAL HEALTH	4,910.00	0.00	Posted
02/18/16	190898	17946	PENN PUMP & EQUIPMENT CO	9,720.00	0.00	Posted
02/18/16	190899	G09013	PENSABENE, PAMELA	89.10	0.00	Posted
02/18/16	190900	4310	PERKINS/TP TRAILERS, INC.	175.00	0.00	Posted
02/18/16	190901	004929	PETTY CASH COMMUNITY SCHOOL	369.93	0.00	Posted
02/18/16	190902	11699	PHILADELPHIA EXTRACT COMPANY	361.65	0.00	Posted
02/18/16	190903	005172	PLUMSTEAD CHRISTIAN SCH	17,311.32	0.00	Posted
02/18/16	190904	10662	PRISMATIC MAGIC	745.00	0.00	Posted
02/18/16	190905	8849	PROUD, SUSAN	103.74	0.00	Posted
02/18/16	190906	005304	PUBLIC SCH EMP RET SYSTEM	162,800.05	0.00	Posted
02/18/16	190907	008775	RENNER, MARY	188.06	0.00	Posted
02/18/16	190908	005544	RUSSO MUSIC CENTER	963.12	0.00	Posted
02/18/16	190909	005585	S.D.I.C.	15,094.63	0.00	Posted
02/18/16	190910	17022	SALISBURY TOWNSHIP SCHOOL DIS	3,353.88	0.00	Posted
02/18/16	190911	G09266	SAUERS, CHRISTINE	93.15	0.00	Posted
02/18/16	190912	008825	SCHMIDT, BRIDGET	2,222.50	0.00	Posted
02/18/16	190913	D06105	SCHMIDT, MELISSA	254.04	0.00	Posted
02/18/16	190914	2976	SCHOLASTIC TEACHING RESOURCE	4,416.49	0.00	Posted
02/18/16	190915	005616	SCHOOL HEALTH CORPORATION	1,999.80	0.00	Posted
02/18/16	190916	14699	SCHOOL KIDS HEALTHCARE	223.65	0.00	Posted
02/18/16	190917	005633	SCHOOL SPECIALTY INC.	100.72	0.00	Posted
02/18/16	190918	G09728	SCHUCK, JESSICA	80.33	0.00	Posted
02/18/16	190919	G09713	SCICLUNA, DANIELLE P	201.89	0.00	Posted
02/18/16	190920	17777	SCIENTIFIC WATER CONDITIONING	1,250.00	0.00	Posted
02/18/16	190921	18444	SCOTT MENIN	400.00	0.00	Posted
02/18/16	190922	16120	SECURITY AND DATA TECHNOLOGIE	15,639.90	0.00	Posted
02/18/16	190923	G09761	SHAO, WEI-HUA	308.72	0.00	Posted
02/18/16	190924	005718	SHAW & SON, NICHOLAS A.	30.00	0.00	Posted
02/18/16	190925	G09664	SHEEHAN, KAREN	774.50	0.00	Posted
02/18/16	190926	18285	SHERMAN, MICHAEL	17,055.16	0.00	Posted
02/18/16	190927	005961	STANDARD STATIONERY SUPPLY CO	1,345.63	0.00	Posted
02/18/16	190928	16370	STANLEY, THERESA	45.61	0.00	Posted
02/18/16	190929	18442	STEVE MARTIN	250.00	0.00	Posted
02/18/16	190930	G09457	STRIANO, GREGORY	408.50	0.00	Posted
02/18/16	190931	8689	SUNESYS, INC.	3,300.00	0.00	Posted
02/18/16	190932	12185	SUPPRESSION SYSTEMS, INC.	1,675.00	0.00	Posted
02/18/16	190933	17746	SWEETWATER SOUND	1,899.75	0.00	Posted



Bank Account - Check Details by Date

Central Bucks School District

Bank Account: No.: TD GENERAL AP, Date Filter: 02/18/16

Check Ledger: Bank Account No.: TD GENERAL AP

Date	Check No.	Vendor No.	Vendor Name	Amount	Voided Amount	Entry Status
TD GENERAL AP		TD Bank, N.A.				
02/18/16	190934	G09635	SWOYER, JENNIFER	32.20	0.00	Posted
02/18/16	190935	16695	T SCHIEFER CONTRACTORS INC	202.50	0.00	Posted
02/18/16	190936	001908	TAGUE LUMBER	33.92	0.00	Posted
02/18/16	190937	A00267	TESTANI, MICHAEL	152.89	0.00	Posted
02/18/16	190938	17874	THE CONSERVATORY	165.00	0.00	Posted
02/18/16	190939	17861	THE COPE COMPANY SALT	553.35	0.00	Posted
02/18/16	190940	5233	THE UPS STORE	65.39	0.00	Posted
02/18/16	190941	4714	THERAPY SHOPPE, INC	79.98	0.00	Posted
02/18/16	190942	006169	TOWNE LOCK SHOPPE	78.00	0.00	Posted
02/18/16	190943	17509	TRENCHLESS LINE COMPANY	1,213.00	0.00	Posted
02/18/16	190944	17882	TRENDWAY CORPORATION	6,556.54	0.00	Posted
02/18/16	190945	12131	TRI-COUNTY ELECTRICAL SUPPLY	1,750.05	0.00	Posted
02/18/16	190946	006237	TUMELTY TREE & LANDSCAPING, IN	15,118.00	0.00	Posted
02/18/16	190947	18219	USA SWIMMING	3,490.00	0.00	Posted
02/18/16	190948	14700	VECTOR SECURITY	1,041.00	0.00	Posted
02/18/16	190949	18462	WALT DE TREUX	1,900.00	0.00	Posted
02/18/16	190950	14964	WAREHOUSE BATTERY OUTLET	264.00	0.00	Posted
02/18/16	190951	16671	WASTE MANAGEMENT	15,691.61	0.00	Posted
02/18/16	190952	006525	WEHRUNG'S FAMILY HOME CTR. INC	0.00	0.00	Voided
02/18/16	190953	006525	WEHRUNG'S FAMILY HOME CTR. INC	327.32	0.00	Posted
02/18/16	190954	G09346	WELCH, LISA	774.50	0.00	Posted
02/18/16	190955	9190	WELD-RITE SERVICES, INC.	250.00	0.00	Posted
02/18/16	190956	006527	WELLS TECHNOLOGY, INC.	946.09	0.00	Posted
02/18/16	190957	1878	WERNER COACH	3,272.00	0.00	Posted
02/18/16	190958	G09747	WETZEL, SHARON	38.30	0.00	Posted
02/18/16	190959	G09659	WHEELS, PATRICK	1,550.00	0.00	Posted
02/18/16	190960	4196	WILLIAM FOSTER & SONS	152.00	0.00	Posted
02/18/16	190961	008964	WODYKA, SHARON	312.81	0.00	Posted
02/18/16	190962	3659	WOODS SERVICES	5,377.44	0.00	Posted
02/18/16	C009262	6484	BEGLEY, CARLIN & MANDIO	5,030.80	0.00	Posted
02/18/16	C009263	13648	BUCHANAN INGERSOLL & ROONEY P	4,025.50	0.00	Posted
02/18/16	C009264	13648	BUCHANAN INGERSOLL & ROONEY P	913.00	0.00	Posted
02/18/16	C009265	13648	BUCHANAN INGERSOLL & ROONEY P	1,743.00	0.00	Posted
02/18/16	C009266	13648	BUCHANAN INGERSOLL & ROONEY P	7,189.20	0.00	Posted
02/18/16	C009267	13648	BUCHANAN INGERSOLL & ROONEY P	2,075.00	0.00	Posted
02/18/16	C009268	001221	COLONIAL ELECTRIC SUPPLY, INC.	329.50	0.00	Posted
02/18/16	C009269	001221	COLONIAL ELECTRIC SUPPLY, INC.	166.20	0.00	Posted
02/18/16	C009270	001221	COLONIAL ELECTRIC SUPPLY, INC.	137.31	0.00	Posted
02/18/16	C009271	001221	COLONIAL ELECTRIC SUPPLY, INC.	100.96	0.00	Posted
02/18/16	C009272	001980	DUFF SUPPLY CO.	850.54	0.00	Posted
02/18/16	C009273	001980	DUFF SUPPLY CO.	704.82	0.00	Posted
02/18/16	C009274	002438	FOLLETT SCHOOL SOLUTIONS, INC	405.71	0.00	Posted
02/18/16	C009275	1030	JOHNSTONE SUPPLY	596.25	0.00	Posted
02/18/16	C009276	1030	JOHNSTONE SUPPLY	101.25	0.00	Posted
02/18/16	C009277	1030	JOHNSTONE SUPPLY	594.90	0.00	Posted
02/18/16	C009278	1030	JOHNSTONE SUPPLY	45.86	0.00	Posted
02/18/16	C009279	1030	JOHNSTONE SUPPLY	220.04	0.00	Posted
02/18/16	C009280	1030	JOHNSTONE SUPPLY	20.25	0.00	Posted
02/18/16	C009281	1030	JOHNSTONE SUPPLY	226.80	0.00	Posted

Bank Account - Check Details by Date  
Central Bucks School District

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Bank Account: No.: TD GENERAL AP, Date Filter: 02/18/16  
Check Ledger: Bank Account No.: TD GENERAL AP

Date	Check No.	Vendor No.	Vendor Name	Amount	Voided Amount	Entry Status
TD GENERAL AP		TD Bank, N.A.				
02/18/16	C009282	1030	JOHNSTONE SUPPLY	788.20	0.00	Posted
02/18/16	C009283	14115	LORBER PLUMBING	9,852.66	0.00	Posted
02/18/16	C009284	14115	LORBER PLUMBING	4,250.00	0.00	Posted
02/18/16	C009285	14115	LORBER PLUMBING	11.94	0.00	Posted
02/18/16	C009286	14115	LORBER PLUMBING	134.73	0.00	Posted
02/18/16	C009287	14115	LORBER PLUMBING	603.78	0.00	Posted
02/18/16	C009288	14115	LORBER PLUMBING	75.00	0.00	Posted
02/18/16	C009289	14115	LORBER PLUMBING	60.18	0.00	Posted
02/18/16	C009290	003975	LOSER'S MUSIC	185.14	0.00	Posted
02/18/16	C009291	003975	LOSER'S MUSIC	82.50	0.00	Posted
02/18/16	C009292	003975	LOSER'S MUSIC	188.25	0.00	Posted
02/18/16	C009293	003975	LOSER'S MUSIC	533.06	0.00	Posted
02/18/16	C009294	003975	LOSER'S MUSIC	135.00	0.00	Posted
02/18/16	C009295	003975	LOSER'S MUSIC	42.19	0.00	Posted
02/18/16	C009296	003975	LOSER'S MUSIC	208.50	0.00	Posted
02/18/16	C009297	003975	LOSER'S MUSIC	39.00	0.00	Posted
02/18/16	C009298	003975	LOSER'S MUSIC	33.75	0.00	Posted
02/18/16	C009299	003975	LOSER'S MUSIC	603.37	0.00	Posted
02/18/16	C009300	003975	LOSER'S MUSIC	151.31	0.00	Posted
02/18/16	C009301	003975	LOSER'S MUSIC	113.25	0.00	Posted
02/18/16	C009302	003975	LOSER'S MUSIC	798.00	0.00	Posted
02/18/16	C009303	005524	PHILIP ROSENAU CO., INC.	10.49	0.00	Posted
02/18/16	C009304	005524	PHILIP ROSENAU CO., INC.	8.42	0.00	Posted
02/18/16	C009305	005524	PHILIP ROSENAU CO., INC.	32.86	0.00	Posted
02/18/16	C009306	005524	PHILIP ROSENAU CO., INC.	3,615.55	0.00	Posted
02/18/16	C009307	005604	SCHOLASTIC, INC	16.00	0.00	Posted
02/18/16	C009308	005604	SCHOLASTIC, INC	32.00	0.00	Posted
02/18/16	C009309	005604	SCHOLASTIC, INC	27.00	0.00	Posted
02/18/16	C009310	10350	SCHOODUDE.COM	4,820.78	0.00	Posted
02/18/16	C009311	006178	TOZOUR-TRANE	3,475.93	0.00	Posted
02/18/16	C009312	5558	WEINSTEIN SUPPLY	158.59	0.00	Posted
02/18/16	C009313	5558	WEINSTEIN SUPPLY	619.12	0.00	Posted
02/18/16	C009314	5558	WEINSTEIN SUPPLY	6,112.41	0.00	Posted
02/18/16	C009315	16128	WIRELESS COMM & ELECTRONICS	1,305.60	0.00	Posted
02/18/16	C009316	16128	WIRELESS COMM & ELECTRONICS	652.80	0.00	Posted
			<b>Totals for 02/18/16</b>	<b>1,779,267.24</b>	<b>0.00</b>	

**Bank Account - Check Details by Date**

Central Bucks School District

FUND 3

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TSHIREY

Bank Account: No.: TD CAPITAL, Date Filter: 02/08/16

Check Ledger: Bank Account No.: TD CAPITAL

Date	Check No.	Vendor No.	Vendor Name	Amount	Voided Amount	Entry Status
TD CAPITAL		TD Bank, N.A.				
02/08/16	003262	17970	APP DYNAMIC EHF.	199.80	0.00	Posted
02/08/16	003263	5699	CDW GOVERNMENT	2,869.00	0.00	Posted
02/08/16	003264	12450	FRAYTAK VEISZ HOPKINS DUTHIE, P.	9,275.00	0.00	Posted
02/08/16	003265	18420	GLOBAL EQUIPMENT CO., INC.	6,314.89	0.00	Posted
02/08/16	003266	17045	GOLDHORN ELECTRICAL CONSTRUC	5,452.00	0.00	Posted
02/08/16	003267	8792	HEWLETT PACKARD COMPANY	5,020.00	0.00	Posted
02/08/16	003268	18248	JLK CONTRACTING, INC.	7,500.00	0.00	Posted
02/08/16	003269	16077	KCBA ARCHITECTS	84,050.04	0.00	Posted
02/08/16	003270	17459	MYCO MECHANICAL INC	20,549.12	0.00	Posted
02/08/16	003271	8753	PENNONI ASSOCIATES, INC.	2,430.45	0.00	Posted
02/08/16	003272	17135	PINNACLE ELECTRICAL CONSTRUCT	36,717.50	0.00	Posted
02/08/16	003273	18089	SAFE SPORT NET	9,250.00	0.00	Posted
02/08/16	003274	006396	VISUAL SOUND, INC.	95,836.00	0.00	Posted
02/08/16	CC00200	002704	GILMORE & ASSOCIATES, INC.	828.75	0.00	Posted
02/08/16	CC00201	002704	GILMORE & ASSOCIATES, INC.	10,266.34	0.00	Posted
02/08/16	CC00202	002704	GILMORE & ASSOCIATES, INC.	3,879.90	0.00	Posted
02/08/16	CC00203	002704	GILMORE & ASSOCIATES, INC.	1,487.88	0.00	Posted
02/08/16	CC00204	002704	GILMORE & ASSOCIATES, INC.	7,881.60	0.00	Posted
02/08/16	CC00205	3013	SINGER EQUIPMENT COMPANY, INC.	7,463.00	0.00	Posted
<b>Totals for 02/08/16</b>				<b>317,271.27</b>	<b>0.00</b>	

Bank Account - Check Details by Date

Central Bucks School District

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MPINTO

Bank Account: No.: TD FOOD SERVICE, Date Filter: 02/05/16

Check Ledger: Bank Account No.: TD FOOD SERVICE

Date	Check No.	Vendor No.	Vendor Name	Amount	Voided Amount	Entry Status
TD FOOD SERVICE		TD Bank, N.A.				
02/05/16	00747	17364	AMERICAN KITCHEN MACHINERY	7,333.29	0.00	Posted
02/05/16	00748	7232	HOBART CORPORATION	1,834.53	0.00	Posted
02/05/16	00749	003364	INTEGRA ONE	2,208.00	0.00	Posted
02/05/16	00750	14055	IPS LASER EXPRESS	298.50	0.00	Posted
02/05/16	00751	004545	NEW HOPE REFRIGERATION	0.00	0.00	Voided
02/05/16	00752	004545	NEW HOPE REFRIGERATION	4,723.35	0.00	Posted
02/05/16	CF00468	7044	INSINGER MACHINE CO.	223.50	0.00	Posted
02/05/16	CF00469	7044	INSINGER MACHINE CO.	259.70	0.00	Posted
			<b>Totals for 02/05/16</b>	<b>16,880.87</b>	<b>0.00</b>	

**CENTRAL BUCKS SCHOOL DISTRICT  
SCHOOL BOARD MEETING**

**February 23, 2016**

**FOR ACTION: Review of the 2014-2015 Audit**

The independent audit firm of Maillie LLP finished its yearly audit of the district in December. An audit report was presented at the February Finance Committee Meeting.

The auditors expressed a clean opinion for the 2014-15 audit which covered the general fund, capital fund, food service fund, and fiduciary trust fund. Maillie also conducted an audit of federal programs in accordance with federal guidelines.

The full audit report is located on the district website under the financial section of the School Board page.

**RECOMMENDATION:**

The administration is recommending that the Board accept the 2014-2015 audit report as prepared by Maillie LLP.

December 30, 2015

To the Board of Directors  
Central Bucks School District  
Doylestown, Pennsylvania

Partners  
Robert L. Caruso  
James M. Powers  
D. Scott Detar  
Edward J. Furman  
Robert L. Boland  
Donald J. Pierce  
Richard A. Flanagan IV  
Craig S. Springer  
Robert C. Hershey, Jr.  
Gregory J. Shank  
Laurie E. Harvey  
William Breslawski, Jr.  
Edward Fronczkowski

We have audited the financial statements of the Central Bucks School District as of and for the year ended June 30, 2015, and have issued our report thereon dated December 28, 2015. Professional standards require that we advise you of the following matters relating to our audit.

#### **OUR RESPONSIBILITY IN RELATION TO THE FINANCIAL STATEMENT AUDIT**

As communicated in our engagement letter dated June 12, 2015, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the Central Bucks School District solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

#### **PLANNED SCOPE AND TIMING OF THE AUDIT**

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

## **COMPLIANCE WITH ALL ETHICS REQUIREMENTS REGARDING INDEPENDENCE**

The engagement team, others in our firm, as appropriate, our firm and our network firms have complied with all relevant ethical requirements regarding independence.

## **QUALITATIVE ASPECTS OF THE ENTITY'S SIGNIFICANT ACCOUNTING PRACTICES**

### **Significant Accounting Policies**

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the Central Bucks School District is included in Note A to the financial statements. As described in Note N to the financial statements, during the year, the entity adopted Governmental Accounting Standards Board (GASB) Statement No. 68, *Accounting and Reporting for Pensions - An Amendment of GASB Statement No. 27*. Accordingly, the cumulative effect of the accounting changes as of the beginning of the year has been reported in the statement of activities.

### **Significant Accounting Estimates**

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements are:

1. Management's estimate of accumulated depreciation and depreciation expense is based on original cost and estimated useful lives of the assets.
2. Management's estimate of the other postemployment benefits (OPEB) annual contribution is based on actuarial estimates.
3. Management's estimate of compensated absences is calculated based on the School District's policies relating to the amount of compensated time an employee accrues based on several factors, including position and service time.

To the Board of Directors  
Central Bucks School District

- 3 -

December 30, 2015

4. Management's estimate of the net pension liability and related deferred inflows and outflows of resources is based on the School District's proportionate share (calculated using covered payroll) of the total net pension liability and related deferred inflows and outflows of resources as provided by PSERS.

We evaluated the key factors and assumptions used to develop the estimates and determined that they are reasonable in relation to the basic financial statements taken as a whole and in relation to the applicable opinion units.

#### Financial Statement Disclosures

The financial statement disclosures are neutral, consistent and clear.

#### **SIGNIFICANT DIFFICULTIES ENCOUNTERED DURING THE AUDIT**

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

#### **UNCORRECTED AND CORRECTED MISSTATEMENTS**

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures and the financial statements as a whole and each applicable opinion unit. Management has corrected all identified misstatements.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. The attached schedule of material misstatements that we identified as a result of our audit procedures was brought to the attention of, and corrected by, management.

#### **DISAGREEMENTS WITH MANAGEMENT**

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the Central Bucks School District's financial statements or the auditors' report. No such disagreements arose during the course of the audit.

#### **REPRESENTATIONS REQUESTED FROM MANAGEMENT**

We have requested certain written representations from management, which are included in the management representation letter dated December 28, 2015.





To the Board of Directors  
Central Bucks School District

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December 30, 2015

## **MANAGEMENT'S CONSULTATIONS WITH OTHER ACCOUNTANTS**

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

## **OTHER SIGNIFICANT MATTERS, FINDINGS OR ISSUES**

In the normal course of our professional association with the Central Bucks School District, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating and regulatory conditions affecting the entity and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the Central Bucks School District's auditors.

## **MODIFICATION OF THE AUDITOR'S REPORT**

We have made the following modification to our auditor's report:

As discussed in Note N to the financial statements, for the year ended June 30, 2015, the Central Bucks School District adopted new accounting guidance, implementing Governmental Accounting Standards Board Statement No. 68, *Accounting and Financial Reporting for Pensions - An Amendment of GASB Statement No. 27*. Our opinion is not modified with respect to this matter.

This report is intended solely for the information and use of the Board of Directors and management of the Central Bucks School District and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

A handwritten signature in black ink that reads 'Maillie LLP' in a cursive, stylized font.

MAILLIE LLP  
*Certified Public Accountants and  
Business Consultants*

**CENTRAL BUCKS SCHOOL DISTRICT  
SCHOOL BOARD MEETING**

**February 23, 2016**

**FOR ACTION: PASBO Review**

**Proposal for Business Office Review Study for the Central Bucks School District**

Qualified consultants and team members under the direction of PASBO will conduct a study of the business office. They will analyze and review current job descriptions and the organizational structure including job functions, job assignments and assessment of the level of job skills needed to perform the position responsibilities.

**I. SCOPE OF WORK**

- A. Provide a comprehensive on-site review of the Business Office operations.
- B. Analyze human resource utilization and needs and provide recommendations for staffing alignment to meet School District needs.
- C. Review the flow of Business operations between the various offices, and provide recommendations for improving efficiencies.
- D. Review the Business Office accounting and financial reporting process.
- E. Review the payroll, purchasing and accounts payable operations of the School District.
- F. Review the accounts receivable/taxes operations of the School District.
- G. Prepare a comprehensive report; identifying directors, clerical and other staff support for district business office operations. Included in the report will be recommendations in the form of an organizational chart, discussion of major job duties and specific procedural guidance for business office operations. This will include discussion of appropriate segregation of duties as well as fraud/risk analysis.
- H. Provide an exit conference prior to leaving the School District.
- I. Prepare a comprehensive report; identifying directors, clerical and other staff support for district business office operations. Included in the report will be recommendations in the form of an organizational chart, discussion of major job duties and specific procedural guidance for business office operations.
- J. Fifteen (15) copies of the approved final written report will be provided.
- K. If requested, a presentation of the final report will be made to the School District Board of School Directors at a date and time mutually acceptable. The cost of the presentation is included as a part of this proposal.

**RECOMMENDATION:**

The administration is recommending approval of the PASBO Proposal.

**PROPOSAL FOR BUSINESS OFFICE REVIEW STUDY  
For the**

**Central Bucks School District**

Qualified consultants and team members under the direction of PASBO will conduct a study of the business office. They will analyze and review current job descriptions and the organizational structure including job functions, job assignments and assessment of the level of job skills needed to perform the position responsibilities.

**I. SCOPE OF WORK**

- A. Provide a comprehensive on-site review of the Business Office operations.
- B. Analyze human resource utilization and needs and provide recommendations for staffing alignment to meet School District needs.
- C. Review the flow of Business operations between the various offices, and provide recommendations for improving efficiencies.
- D. Review the Business Office accounting and financial reporting process.
- E. Review the payroll, purchasing and accounts payable operations of the School District.
- F. Review the accounts receivable/taxes operations of the School District.
- G. Prepare a comprehensive report; identifying directors, clerical and other staff support for district business office operations. Included in the report will be recommendations in the form of an organizational chart, discussion of major job duties and specific procedural guidance for business office operations. This will include discussion of appropriate segregation of duties as well as fraud/risk analysis.
- H. Provide an exit conference prior to leaving the School District.
- I. Prepare a comprehensive report; identifying directors, clerical and other staff support for district business office operations. Included in the report will be recommendations in the form of an organizational chart, discussion of major job duties and specific procedural guidance for business office operations.
- J. Fifteen (15) copies of the approved final written report will be provided.

- K. If requested, a presentation of the final report will be made to the School District Board of School Directors at a date and time mutually acceptable. The cost of the presentation is included as a part of this proposal.

**II. THE SCHOOL DISTRICT WILL PROVIDE:**

- A. Current job descriptions for all Business Office supervisory, secretarial, clerical and other appropriate staff members.
- B. A list of all Business Office personnel including name, current salary and date of employment.
- C. A current organizational chart and Human Resources plan for the Business Office.
- D. Copies of Business Office policies and procedures.
- E. Copies of the School District budget for the most recent fiscal year available, comprehensive annual financial reports for the two (2) preceding fiscal years, and the local auditor reports for the same years.
- F. Copies of the last two state audit reports for the School District.
- G. Copies of the last two reporting years for the Elementary/Secondary Professional Personnel Report (formerly PDE-5018) and Public School Support Personnel Report (PDE-5019).
- H. Historical, current, and future projected enrollment data.
- I. Current labor agreements.
- J. Have available on-site the files for the most recent professional and support negotiation process and four-year history of filed grievances.
- K. Copies of other pertinent documents that are required to complete the review, but are not specifically mentioned above or within other parts of this proposal, such as contractor agreements that impact on Business Office operations.
- L. Administrators and other business office staff to be interviewed will be made available by appointment with the consultants. Such interviews will be developed with and at the convenience of the School District.

### **III. SUGGESTED TIME LINE**

This project can begin any time mutually agreed to after February 20, 2016. A draft written report will be provided on or before 90 working days after the on-site visit. The days the consultants will work in the School District are determined cooperatively. The School District information requested above needs to be received by the PASBO office at least two weeks before the on-site visit.

### **IV. COST OF PROPOSAL**

The total cost of the review as outlined in the Scope of Work shall be \$4,000 for professional fees and related expenses for a one day study and utilizing a two member team. The related expenses for the purpose of this proposal shall be those direct expenses which can be assigned to the project, such as, but not limited to, travel, lodging, meals, printing, clerical, and telephone and fax costs. The costs to make a board presentation after the report is complete are included.

### **V. PAYMENT FOR SERVICES**

A payment of 50% of the project cost will be paid to PASBO upon acceptance of this proposal. The balance of the project costs will be invoiced upon delivery of the final written report.

### **VI. CONSULTANT STAFF**

The PASBO designated project lead consultant will directly supervise all on-site activities and consultant work assignments. All aspects of the study will be under the lead consultant's direction.

### **VII. INDEMNIFICATION**

The School District agrees to defend and indemnify PASBO and its consultants against wrongful acts, unless PASBO or its consultants act with impropriety or illegality on the School District's behalf, from all third parties claims arising from conducting this project.

**VIII. ACCEPTANCE**

\_\_\_\_\_  
Name:  
Title:  
Central Bucks School District

  
\_\_\_\_\_  
Jay Himes, CAE

\_\_\_\_\_  
Date

02/15/2016  
Date

**CENTRAL BUCKS SCHOOL DISTRICT  
SCHOOL BOARD MEETING**

**February 23, 2016**

**FOR ACTION: Construction Contracts and Service Agreements**

The CBSD long range capital improvement plan includes improvements to our facilities.

On February 9, 2016, we received (5) bids for the parking lot renovations at Cold Spring Elementary School to include the alternate for additional LED lighting. We are recommending the award of this project.

During the recent blizzard, one of our vehicles was in an accident. Our insurance company totaled the vehicle and reimbursed us \$5,879 for the vehicle. We received a quote to replace the vehicle from the Co-Stars contract.

**RECOMMENDATION:**

- The administration is recommending the award of a contract to S&H Landscaping to replace the parking lot and add LED lighting at Cold Spring Elementary School in the amount of \$238,703.
  
- The administration is recommending the purchase of a replacement vehicle from Fred Beans in the amount of \$25,917. This vehicle is available on the Co-Stars Contract #025-013.

**Bid Tab**

**Parking Lot Renovations at Cold Spring Elementary School  
Bids Received February 9, 2016**

	<b>Bid Security</b>	<b>Non-Collusion</b>	<b>Base Bid</b>	<b>Alternate #EC1 - Add'l Site Lites</b>	<b>Alternate #EC2 - Delete Site Lite'g</b>
A. H. Cornell	10% B.B.	x	\$249,300.00	\$26,400.00	-\$33,000.00
B. Blair Corp.	10% B.B.	x	\$267,356.00	\$20,000.00	-\$32,000.00
Bracalente Construcion, Inc.	10% B.B.	x	\$317,349.74	\$15,500.00	-\$18,000.00
The H&K Group	10% B.B.	x	\$273,250.00	\$22,180.00	-\$31,725.00
Nimaris Construction					
<b>S&amp;H Landscaping Contractor</b>	<b>10% B.B.</b>	<b>x</b>	<b>\$219,471.00</b>	<b>\$19,232.00</b>	<b>\$37,361.00</b>



Fred Beans		BUYERS ORDER	
<b>VEHICLE BEING PURCHASED</b> PLEASE ENTER MY ORDER FOR THE FOLLOWING: <input type="checkbox"/> NEW <input type="checkbox"/> CAR <input type="checkbox"/> STOCK NO <input type="checkbox"/> USED <input type="checkbox"/> TRUCK <input type="checkbox"/> PRIOR USE: <input type="checkbox"/> DEMO		PURCHASER'S NAME: <u>Central Bucks School District (Carolyn Furmanski)</u> PURCHASER'S ADDRESS: <u>20 WELDEN DR</u> CITY, STATE, & ZIP: <u>DOYLESTOWN, PA 18901</u> E-MAIL: _____ RESIDENCE PHONE: (267) 771-8029 BUSINESS PHONE: (267) 893-2062	
MAKE: <u>Ford</u> YEAR: <u>2016</u> MILEAGE: _____ MODEL: <u>F150</u> BODY TYPE: _____ EXTERIOR COLOR: <u>White</u> SERIAL NO: _____	CASH DELIVERED PRICE OF VEHICLE \$ <u>31,415.00</u> COSTARS CONCESSION \$ <u>-7,000.00</u> ARE Cap \$ <u>1,399.00</u> (less \$140 without windows) \$ _____ COSTARS CONTRACT <u>025-013</u> \$ _____		
SOLD BY: <u>Jeff Weikel</u> TO BE DELIVERED ON OR ABOUT: _____ USED VEHICLE TRADED IN AND/OR OTHER CREDIT MAKE: _____ YEAR: _____ MILEAGE: _____ MODEL: _____ EXT COLOR: _____ INT COLOR: _____ SERIAL NO: _____ AMOUNT: _____ GOOD UNTIL: _____ VERIFIED BY: _____ \$ _____ 2ND USED VEHICLE TRADED IN AND/OR OTHER CREDIT MAKE: _____ YEAR: _____ MILEAGE: _____ MODEL: _____ EXT COLOR: _____ INT COLOR: _____ SERIAL NO: _____ AMOUNT: _____ GOOD UNTIL: _____ VERIFIED BY: _____ \$ _____ COLLISION COVERAGE NAME OF AGENT: _____ PHONE: _____ ADDRESS: _____ POLICY NUMBER: _____ COLLISION DEDUCTIBLE: _____ INSURANCE CO: _____ SPOKE WITH: _____ EFFECTIVE DATE: _____ EXPIRATION DATE: _____ VERIFIED BY: _____	ACCESSORIES \$ _____ REBATE \$ _____ CASH PRICE OF VEHICLE & ACCESSORIES \$ <u>25,814.00</u> TOTAL PRICE \$ <u>25,814.00</u> \$ <u>25,814.00</u> LESS TRADE #1 \$ _____ ) LESS TRADE #2 \$ _____ ) NET TAXABLE \$ <u>25,814.00</u> SALES TAX \$ _____ TIRE TAX \$ _____ STATE MOTOR VEHICLE FEES: \$ _____ TITLE LIEN TRANSFER \$ _____ REG (GVWR) \$ _____ TEMP PLATE METAL TRANSIT \$ <u>28.00</u> DOCUMENTATION \$ <u>75.00</u> MESSENGER \$ _____ ON-LINE REGISTRATION \$ _____ NOTARY \$ _____ TOTAL PRICE OF UNIT \$ <u>25,817.00</u> NET TRADE IN (Transferred from Left Column) \$ _____ DEPOSIT \$ _____ CASH AT DELIVERY \$ _____ TOTAL DOWN PAYMENT \$ _____ TOTAL BALANCE DUE/AMOUNT FINANCED \$ <u>25,817.00</u>		
<b>WARRANTY INFORMATION</b> <input type="checkbox"/> FACTORY WARRANTY: The manufacturer's warranty constitutes all of the warranties with respect to the sale of the furniture. The dealer hereby expressly disclaims all warranties, either expressed or implied including any implied warranty of merchantability or fitness for a particular purpose, and the dealer neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of the furniture. <input type="checkbox"/> USED CAR WARRANTY: Used car is covered by a limited warranty detailed in a separate document. You may obtain a full copy of any applicable warranty from us. <input checked="" type="checkbox"/> AS IS: THIS MOTOR VEHICLE IS SOLD "AS IS" WITHOUT ANY WARRANTY EITHER EXPRESSED OR IMPLIED. THE PURCHASER WILL BEAR THE ENTIRE EXPENSE OF REPAIRING OR CORRECTING ANY DEFECT THAT PRESENTLY EXISTS OR THAT MAY OCCUR IN THE VEHICLE. USED CAR BUYER'S GUIDE: THE INFORMATION YOU SEE ON THE WINDOW FORM FOR THIS VEHICLE IS PART OF THE CONTRACT. INFORMATION ON THE WINDOW FORM OVERRIDES ANY CONTRARY PROVISIONS IN THE CONTRACT OR SALE. GUÍA PARA COMPRADORES DE VEHÍCULOS USADOS: LA INFORMACIÓN QUE VE EN EL FORMULARIO DE LA VENTANILLA PARA ESTE VEHÍCULO FORMA PARTE DEL PRESENTE CONTRATO. LA INFORMACIÓN DEL FORMULARIO DE LA VENTANILLA DEJA SIN EFECTO TODA DISPOSICIÓN EN CONTRARIO CONTENIDA EN EL CONTRATO DE VENTA. If you cancel the purchase agreement or refuse to take delivery of the vehicle ordered except as permitted by law, you shall, at our option, forfeit as damages the amount of \$ _____. SIGNATURE X: _____ Purchaser hereby acknowledges to the above statement. USED TRADE-IN ALLOWANCE \$ _____ LESS PAYOFF \$ _____ NET TRADE IN \$ _____ BALANCE DUE TO: _____ ACCT NO: _____ ADDRESS: _____ Buyer agrees that this Agreement includes all of the terms and conditions on the front and back side hereof, and this Agreement cancels and supersedes any prior agreement, including oral agreements, and is of the date hereon, with any oral or written, sale contract, the complete and exclusive statement of the terms of the agreement relating to the subject matter covered by this Agreement. Buyer, by signing this Agreement, acknowledges that he has read and understood and has received a true copy of this Agreement. This Agreement is not binding upon either Dealer or Buyer until signed by an authorized Dealer representative. <input type="checkbox"/> Buyer acknowledges that if this box is checked, this agreement contains an arbitration clause. Buyer has read all pages of this agreement and agrees to all terms and conditions in this agreement. Payoff amount is subject to verification.			
IF A CREDIT SALE, REQUIRED INFORMATION CONTAINED ON A SEPARATE DISCLOSURE STATEMENT IS MADE A PART OF THIS FORM. WHITE - Associate Copy Only - DO NOT YELLOW - Customer Copy RETAIL ORDER FOR A MOTOR VEHICLE - NOT A RECEIPT			

**CENTRAL BUCKS SCHOOL DISTRICT  
SCHOOL BOARD MEETING**

**February 23, 2016**

**FOR ACTION: School Board Policy for First Read**

**School Board Policy 806 – Child Abuse**

The revisions in this policy is to adhere to the new language outlined in the law of Act 126. This new law went into effect on January 2, 2013.

**RECOMMENDATIONS:**

The administration is recommending that School Board Policy 806 be tabled so that the proposed policy can be posted on-line for public review.



Book	Policy Manual
Section	800 Operations
Title	Child Abuse
Number	806 Vol V 2015
Status	First Reading

## Legal

1. 24 P.S. 1205.6
2. 23 Pa. C.S.A. 6301 et seq
3. Pol. 333
4. Pol. 818
5. 23 Pa. C.S.A. 6303
6. 24 P.S. 111
7. 23 Pa. C.S.A. 6344
8. 18 Pa. C.S.A. 7508.2
9. 42 Pa. C.S.A. 9799.12
10. 42 Pa. C.S.A. 9799.24
11. 23 Pa. C.S.A. 6311
12. Pol. 302
13. Pol. 304
14. Pol. 305
15. Pol. 306
16. 23 Pa. C.S.A. 6344.3
17. 23 Pa. C.S.A. 6344.4
18. Pol. 309
19. Pol. 916
20. Pol. 317.1
21. 24 P.S. 2070.1a
22. Pol. 824
23. 23 Pa. C.S.A. 6318
24. 23 Pa. C.S.A. 6319
25. 18 Pa. C.S.A. 4906.1
26. 18 Pa. C.S.A. 4958
27. 23 Pa. C.S.A. 6320
28. 23 Pa. C.S.A. 6305
29. 23 Pa. C.S.A. 6313
30. 23 Pa. C.S.A. 6314
31. 24 P.S. 1302.1-A
32. 24 P.S. 1303-A
33. 22 PA Code 10.2
34. 22 PA Code 10.21
35. 22 PA Code 10.22
36. Pol. 805.1
37. 23 Pa. C.S.A. 6346
38. 23 Pa. C.S.A. 6368

24 P.S. 1301-A et seq

22 PA Code 10.1 et seq

24 P.S. 1527

24 P.S. 2070.1a et seq

18 Pa. C.S.A. 4304

Pol. 317

## **Authority**

The Board requires district employees, independent contractors and volunteers to comply with identification and reporting requirements for suspected child abuse, as well as the training requirement for recognition and reporting of child abuse in order to comply with the Child Protective Services Law and the School Code.[1][2][3][4]

## **Definitions**

The following words and phrases, when used in this policy, shall have the meaning given to them in this section:

**Adult - an individual eighteen (18) years of age or older.**[5]

**Bodily injury** - impairment of physical condition or substantial pain.[5]

**Certifications - refers to the child abuse history clearance statement and state and federal criminal history background checks required by the Child Protective Services Law and/or the School Code.**[6][7]

**Child** - an individual under eighteen (18) years of age.[5]

**Child abuse** - intentionally, knowingly or recklessly doing any of the following:[5]

1. Causing bodily injury to a child through any recent act or failure to act.
2. Fabricating, feigning or intentionally exaggerating or inducing a medical symptom or disease which results in a potentially harmful medical evaluation or treatment to the child through any recent act.
3. Causing or substantially contributing to serious mental injury to a child through any act or failure to act or a series of such acts or failures to act.
4. Causing sexual abuse or exploitation of a child through any act or failure to act.
5. Creating a reasonable likelihood of bodily injury to a child through any recent act or failure to act.
6. Creating a likelihood of sexual abuse or exploitation of a child through any recent act or failure to act.
7. Causing serious physical neglect of a child.
8. Engaging in any of the following recent acts:

- a. Kicking, biting, throwing, burning, stabbing or cutting a child in a manner that endangers the child.
  - b. Unreasonably restraining or confining a child, based on consideration of the method, location or the duration of the restraint or confinement.
  - c. Forcefully shaking a child under one (1) year of age.
  - d. Forcefully slapping or otherwise striking a child under one (1) year of age.
  - e. Interfering with the breathing of a child.
  - f. Causing a child to be present **during the** operation of methamphetamine laboratory, provided that the violation is being investigated by law enforcement.  
[8]
  - g. Leaving a child unsupervised with an individual, other than the child's parent, who the actor knows or reasonably should have known **was** required to register as a Tier II or Tier III sexual offender **or** has been determined to be a sexually violent predator **or** sexually violent delinquent.[9][10]
9. Causing the death of the child through any act or failure to act.

The term **child abuse** does not include physical contact with a child that is involved in normal participation in physical education, athletic, extracurricular or recreational activities. Also excluded from the meaning of the term **child abuse** is the use of reasonable force by a person responsible for the welfare of a child for purposes of supervision, control or safety, provided that the use of force:

1. Constitutes incidental, minor or reasonable physical contact in order to maintain order and control;
2. Is necessary to quell a disturbance or remove a child from the scene of a disturbance that threatens property damage or injury to persons;
3. Is necessary for self-defense or defense of another;
4. Is necessary to prevent the child from self-inflicted physical harm; or
5. Is necessary to gain possession of weapons, controlled substances or other dangerous objects that are on the person of the child or in the child's control.

**Direct contact with children** - the possibility of care, supervision, guidance or control of children or routine interaction with children.[1]

**Independent contractor** - an individual **other than a school employee** who provides a program, activity or service who is otherwise responsible for the care, supervision, guidance or control of children **pursuant to a contract**. The term does not **apply to administrative or other support personnel unless the administrative or other support personnel have direct contact with children**. [5][11]

**Perpetrator** - a person who has committed child abuse and is a parent/guardian of the child; a spouse or former spouse of the child's parent/guardian; a paramour or former paramour of the child's parent/guardian; an individual fourteen (14) years of age or older who is responsible for the child's welfare **or who has direct contact with children as an employee of child-care services, a school or through a program activity or service;**

**an individual fourteen (14) years of age or older** who resides in the same home as the child; or an **adult** who does not reside in the same home as the child but is related within the third degree of consanguinity or affinity by birth or adoption to the child. **Only the following may be considered a perpetrator solely based upon a failure to act: a parent/guardian of the child; a spouse or former spouse of the child's parent/guardian; a paramour or former paramour of the child's parent/guardian; an adult responsible for the child's welfare; or an adult who resides in the same home as the child.**[5]

**Person responsible for the child's welfare** - a person who provides permanent or temporary care, supervision, mental health diagnosis or treatment, training or control of a child in lieu of parental care, supervision and control.[5]

**Program, activity or service** - any of the following in which children participate and which is sponsored by a school or a public or private organization:[5]

1. A youth camp or program.
2. A recreational camp or program.
3. A sports or athletic program.
4. **A community or social** outreach program.
5. An enrichment **or educational** program.
6. A troop, club or similar organization.

**Recent act or failure to act** - any act or failure to act committed within two (2) years of the date of the report to the Department of Human Services of the Commonwealth or county agency.[5]

**Routine interaction** - regular and repeated contact that is integral to a person's employment or volunteer responsibilities.[5]

**School employee** - an individual who is employed by a school or who provides a program, activity or service sponsored by a school. The term **does not apply to administrative or other support personnel unless the administrative or other support personnel have direct contact with children.**[5]

**Serious mental injury** - a psychological condition, as diagnosed by a physician or licensed psychologist, including the refusal of appropriate treatment, that:[5]

1. Renders a child chronically and severely anxious, agitated, depressed, socially withdrawn, psychotic or in reasonable fear that the child's life or safety is threatened.
2. Seriously interferes with a child's ability to accomplish age-appropriate developmental and social tasks.

**Serious physical neglect** - any of the following when committed by a perpetrator that endangers a child's life or health, threatens a child's well-being, causes bodily injury or impairs a child's health, development or functioning:[5]

1. A repeated, prolonged or egregious failure to supervise a child in a manner that is appropriate considering the child's developmental age and abilities.

2. The failure to provide a child with adequate essentials of life, including food, shelter or medical care.

**Sexual abuse or exploitation** - any of the following:[5]

1. The employment, use, persuasion, inducement, enticement or coercion of a child to engage in or assist another individual to engage in sexually explicit conduct, which includes, but is not limited to, the following:
  - a. Looking at the sexual or other intimate parts of a child or another individual for the purpose of arousing or gratifying sexual desire in any individual.
  - b. Participating in sexually explicit conversation either in person, by telephone, by computer or by a computer-aided device for the purpose of sexual stimulation or gratification of any individual.
  - c. Actual or simulated sexual activity or nudity for the purpose of sexual stimulation or gratification of any individual.
  - d. Actual or simulated sexual activity for the purpose of producing visual depiction, including photographing, videotaping, computer depicting or filming.

The conduct described above does not include consensual activities between a child who is fourteen (14) years of age or older and another person who is fourteen (14) years of age or older and whose age is within four (4) years of the child's age.

2. Any of the following offenses committed against a child: rape; statutory sexual assault; involuntary deviate sexual intercourse; sexual assault; institutional sexual assault; aggravated indecent assault; indecent assault; indecent exposure; incest; prostitution; sexual abuse; unlawful contact with a minor; or sexual exploitation.

**Student** - an individual enrolled in a district school under eighteen (18) years of age.[5]

**Volunteer** - an **unpaid adult** individual, **who, on the basis of the individual's role as an integral part of a regularly scheduled** program, activity or service is **a person** responsible for the **child's** welfare or has direct contact with children.[11]

**Delegation of Responsibility**

In accordance with Board policy, the Superintendent or designee shall:

1. Require each candidate for employment to submit an official child abuse clearance statement and **state and federal criminal history background checks (certifications)** as required by law.[6][7][12][13][14][15]
2. Require each applicant for transfer or reassignment to submit **the required certifications** unless the applicant is applying for a transfer from one position as a district employee to another position as a district employee of this district and the applicant's **certifications are current**.[16][17][18]

School employees **and** independent contractors shall obtain and submit new **certifications** every **sixty (60)** months.[17]

**Certification requirements for volunteers are addressed separately in Board Policy 916**.[19]



The Superintendent or designee shall annually inform students, parents/guardians, independent contractors, volunteers and staff regarding the contents of this Board policy.

The Superintendent or designee shall annually notify district staff, independent contractors, and volunteers of their responsibility for reporting child abuse in accordance with Board policy and administrative regulations.

## **Guidelines**

### Training

The school district, and independent contractors of the school district, shall provide their employees who have direct contact with children with mandatory training on child abuse recognition and reporting. The training shall include, but not be limited to, the following topics:[1][20][3][4]

1. Recognition of the signs of abuse and sexual misconduct and reporting requirements for suspected abuse and sexual misconduct.
2. Provisions of the Educator Discipline Act, including mandatory reporting requirements. [21][20]
3. District policy related to reporting of suspected abuse and sexual misconduct.
4. Maintenance of professional and appropriate relationships with students.[22]

Employees are required to complete a minimum of three (3) hours of training every five (5) years.[1]

### **The district shall provide each volunteer with training on child abuse recognition and reporting.**

#### Duty to Report

School employees, independent contractors and volunteers shall make a report of suspected child abuse if they have reasonable cause to suspect that a child is the victim of child abuse under any of the following circumstances:[11]

1. The school employee, independent contractor or volunteer comes into contact with the child in the course of employment, occupation and the practice of a profession or through a regularly scheduled program, activity or service.
2. The school employee, independent contractor or volunteer is directly responsible for the care, supervision, guidance or training of the child.
3. A person makes a specific disclosure to a school employee, independent contractor or volunteer that an identifiable child is the victim of child abuse.
4. An individual fourteen (14) years of age or older makes a specific disclosure to a school employee, independent contractor or volunteer that s/he has committed child abuse.

A child is not required to come before the school employee, independent contractor or volunteer in order for that individual to make a report of suspected child abuse.[11]

A report of suspected child abuse does not require the identification of the person responsible for the child abuse.[11]

Any person who, in good faith, makes a report of suspected child abuse, regardless of whether the report is required, cooperates with an investigation, testifies in a proceeding, or engages in other action authorized by law shall have immunity from civil and criminal liability related to those actions.[23]

Any person required to report child abuse who willfully fails to do so may be subject to disciplinary action and criminal prosecution.[24]

Any person who intentionally or knowingly makes a false report of child abuse or intentionally or knowingly induces a child to make a false claim of child abuse may be subject to disciplinary action and criminal prosecution.[25]

Any person who engages in intimidation, retaliation, or obstruction in the making of a child abuse report or the conducting of an investigation into suspected child abuse may be subject to disciplinary action and criminal prosecution.[26]

The district shall not discriminate or retaliate against any person for making, in good faith, a report of suspected child abuse.[27]

### Reporting Procedures

School employees, independent contractors or volunteers who suspect child abuse shall immediately make a written report of suspected child abuse using electronic technologies ([www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis)) or an oral report via the statewide toll-free telephone number (1-800-932-0313). A person making an initial oral report of suspected child abuse must also submit a written electronic report within forty-eight (48) hours after the oral report. Upon receipt of an electronic report, the electronic reporting system will automatically respond with a confirmation, providing the district with a written record of the report.[28][11][29]

A school employee, independent contractor or volunteer who makes a report of suspected child abuse shall immediately, after making the initial report, notify the school principal and if the initial report was made electronically, also provide the principal with a copy of the report confirmation. The school principal shall then immediately notify the Superintendent or designee that a child abuse report has been made and if the initial report was made electronically, also provide a copy of the report confirmation.[28][11][29]

When a report of suspected child abuse is made by a school employee, independent contractor or volunteer as required by law, the school district is not required to make more than one (1) report. An individual otherwise required to make a report who is aware that an initial report has already been made by a school employee, independent contractor or volunteer is not required to make an additional report. The person making an initial oral report is responsible for making the follow-up written electronic report within forty-eight (48) hours, and shall provide the school principal with a copy of the report confirmation promptly after the written electronic report has been filed. The principal shall in turn provide a copy of the report confirmation to the Superintendent or designee.[28][11][29]

When necessary to preserve potential evidence of suspected child abuse, a **Principal or designee** school employee may, after the initial report is made, take or cause to be taken photographs of the child who is the subject of the report. Any such photographs shall be sent to the county agency at the time the written report is sent or within forty-eight (48) hours after a report is made by electronic technologies or as soon thereafter as possible. The school principal shall be notified whenever such photographs are taken.[30]

If the Superintendent or designee reasonably suspects that conduct being reported involves an incident required to be reported under the Safe Schools Act, the Superintendent or designee shall inform local law enforcement, in accordance with applicable law, regulations and Board policy.[31][32][33][34][35][36]

#### Investigation

The school principal shall facilitate the cooperation with the Department of Human Services of the Commonwealth or the county agency investigating a report of suspected child abuse, including permitting authorized personnel to interview the child while in attendance at school.[11][37]

Upon notification that an investigation involves suspected child abuse by a school employee, the principal shall immediately implement a plan of supervision or alternative arrangement **that has been approved by the Superintendent** for the school employee under investigation. The plan of supervision or alternative arrangement shall be submitted to the county agency for approval.[38]

#### **PSBA Revision 10/15 © 2015 PSBA**

Last Modified by Sharon Reiner on February 12, 2016

**CENTRAL BUCKS SCHOOL DISTRICT  
SCHOOL BOARD MEETING**

**February 23, 2016**

**FOR ACTION: School Board Policies for Approval (Second Read)**

**School Board Policy 113.3 – Screening and Evaluations for Students With Disabilities**

This new policy required by PSBA puts into policy the procedures for screening and evaluations which already are in practice in the district.

**School Board Policy 123 – Interscholastic Athletics**

The only change to this policy is the reference section which now shows no attachments to this policy.

**School Board Policy 123.1 – Concussion Management**

The revisions to this policy reflect practices already in effect at secondary schools. At the beginning of each athletic session, an information meeting is held with athletes on concussions and the importance of proper concussion management. A baseline concussion test is administered each year to high school, and every two years to middle school athletes involved in collision and contact sports. New guidelines were included in this policy which addresses ‘return to learn’ and ‘return to play’ protocols.

**School Board Policy 123.2 – Sudden Cardiac Arrest**

This policy was formerly an attachment to Policy 123 and now changing to a policy based on PSBA guidelines. Revisions reflect what is presently in practice in the district.

**RECOMMENDATION:**

The administration is recommending that the Board approve School Board Policy 113.3 – Screening and Evaluations for Students with Disabilities, School Board Policy 123 – Interscholastic Athletics, School Board Policy 123.1 – Concussion Management, and School Board Policy 123.2 – Sudden Cardiac Arrest.



Book	Policy Manual
Section	100 Programs
Title	Screening and Evaluations for Students With Disabilities
Number	113.3 Vol III 2015
Status	Second Reading
Legal	<ol style="list-style-type: none"> <li>1. <a href="#">22 PA Code 14.122</a></li> <li>2. <a href="#">22 PA Code 14.123</a></li> <li>3. <a href="#">22 PA Code 14.124</a></li> <li>4. <a href="#">22 PA Code 14.125</a></li> <li>5. <a href="#">22 PA Code 14.133</a></li> <li>6. <a href="#">20 U.S.C. 1414</a></li> <li>7. <a href="#">34 CFR 300.226</a></li> <li>8. <a href="#">34 CFR 300.301-300.311</a></li> <li>9. <a href="#">34 CFR 300.502</a></li> <li>10. <a href="#">34 CFR 300.530</a></li> <li>11. Pol. 113</li> <li>12. Pol. 113.2</li> <li>13. Pol. 209</li> <li>14. Pol. 113.1</li> <li>15. <a href="#">34 CFR 300.300-300.311</a></li> <li>16. <a href="#">34 CFR 300.503</a></li> <li>17. <a href="#">34 CFR 300.303-300.306</a></li> <li>18. <a href="#">34 CFR 300.307-300.311</a></li> <li>19. <a href="#">34 CFR 300.303</a></li> <li>20. PA Ass'n for Retarded Children (PARC) v. Com. of Pa., 343 F. Supp. 279 (E.D. Pa. 1975)</li> <li>21. Pol. 138</li> <li><a href="#">20 U.S.C. 1400 et seq</a></li> <li><a href="#">34 CFR Part 300</a></li> <li><a href="#">Pennsylvania Training and Technical Assistance Network (PaTTAN)</a></li> </ol>

### **Purpose**

**The Board adopts this policy to define the minimum requirements for screening; educational evaluations conducted to determine eligibility for special education services, instructional levels and programming requirements for students with**

disabilities, including functional behavioral assessments; and requirements for independent educational evaluations.[1][2][3][4][5][6][7][8][9][10][11][12]

### **Authority**

The Board ~~shall adopt~~ *has adopted* a system of screening that may include early intervening services and must be designed to accomplish identification and initial screening for students prior to district referral for a special education evaluation. The system shall provide support to staff to improve working effectively with students in the general education curriculum, identify students who may require special education services and programs, and must include hearing and vision screening and screening at reasonable intervals to determine whether students are performing at grade appropriate levels in core academic subjects.[1][7][13]

Early intervening services shall comply with the requirements of state and federal law and regulations in order to address academic concerns or behaviors that may be impeding success, but which can be resolved through research-based intervention programs in the regular education setting.[7]

The Board authorizes the use of functional behavioral assessments (FBAs) as an evaluation to gather information to understand the purpose of the student's behaviors and to assist with developing a positive Behavior Support Plan. FBAs must be conducted when:[5][10][11][14][12]

1. A student's behavior interferes with his/her learning or the learning of others and information is necessary to provide appropriate educational programming.
2. A student's behavior violates the Code of Student Conduct and is determined to be a manifestation of a student's disability.
3. A student is placed in an interim alternative educational placement for a qualifying reason permitting such placement for up to forty-five (45) school days for certain offenses.
4. The school contacts law enforcement regarding a student who already has a positive Behavior Support Plan.

FBAs may also constitute part of the initial evaluation to determine eligibility for special education.

The district shall comply with requirements of state and federal laws and regulations when conducting evaluations.[2][6][15][9][16]

An appropriate evaluation of a student, whether conducted by district staff or individuals not employed by the district, shall consist of the administration of all testing and the use of all assessment procedures required to determine the existence of all legally defined disabilities reasonably suspected by district staff, parents/guardians, or the evaluator. An appropriate evaluation shall assist in determining the content of the IEP to enable a student with a disability to be involved in and progress in the general curriculum.

A student shall be assessed in all areas related to the suspected disability including, as appropriate, health, vision, hearing, social and emotional status,

**general intelligence, academic performance, communicative status and motor abilities.**

**A re-evaluation of a student who currently has an IEP shall be conducted as required by state and federal law and regulations.[3][6][17][16]**

### **Guidelines**

#### **Parent/Guardian Requests**

**Parents/Guardians may request an evaluation at any time. The parent/guardian request must be in writing. If a request is made orally to any professional employee or administrator, that individual shall provide a copy of the permission to evaluate form to the parents/guardians within ten (10) calendar days of the oral request.[1][2]**

**The evaluation shall be completed and a copy of the evaluation report presented to parents/guardians no later than sixty (60) calendar days after receipt of written parent/guardian consent for an evaluation, exclusive of the period following the last day of the spring school term to the first day of the subsequent fall term.**

#### **Appropriate Evaluations**

**An appropriate evaluation shall use a variety of assessment tools and strategies to gather relevant functional, developmental and academic information about a student.[2][6][8][9]**

**An appropriate evaluation shall include:**

- 1. Testing and assessment techniques required in light of information currently available from previous evaluations.**
- 2. Information from parents/guardians and school staff familiar with the performance of the student.**
- 3. The student's education records.**

**The evaluator shall review all such sources of information prior to conducting testing and assessment. The evaluator shall review assessments conducted by others that indicate how the student is responding to early intervening services and scientific research-based instruction and/or include such assessments as part of his/her evaluation.**

**To the extent that the results of such instructional assessments are inconsistent with the results of norm or criterion-referenced testing and assessments that the evaluator has administered, the evaluator shall explain the reason for the inconsistency in his/her report, if possible.**

**When assessing the presence of a specific learning disability, the evaluation shall be consistent with procedures adopted by the district and comply with state and federal law and regulations.[4][18]**

**Testing and assessment procedures shall be selected and administered to yield valid measurement or assessment of the construct or quality they purport to**

measure or assess. The evaluator shall administer any testing or assessment procedures in a manner consistent with the requirements and recommendations of the publisher of the test or procedure and in compliance with applicable and authoritatively recognized professional principles and ethical tenets. S/He shall report any factor that might affect the validity of any results obtained.

All assessments and evaluation materials shall be selected and administered so as not to be discriminatory on a racial, *cultural*, or ~~cultural~~ *any other* basis. Where feasible, assessments and evaluations shall be administered in a language and form most likely to provide accurate information about the student.

The evaluation shall include an observation of the student in an educational setting, unless the student is not currently in such a setting. The evaluator shall obtain information concerning the performance of the student directly from at least one (1) current teacher of the student, unless s/he does not have a current teacher.

The evaluator shall hold an active certification that qualifies the evaluator to conduct that type of evaluation. If certification is not issued for the particular area of professional practice in which the evaluator is lawfully engaged, the evaluator shall hold such license or other credentials as required for the area of professional practice under state law.

The evaluator shall prepare and sign a full report of the evaluation containing:

1. Clear explanation of the testing and assessment results.
2. Complete summary of all test scores, including, for all standardized testing administered, all applicable full scale or battery scores; domain or composite scores; and subtest scores reported in standard, scaled, or T-score format.
3. Complete summary of all information obtained or reviewed from sources other than testing conducted by the evaluator.
4. Identification of all special education and related services needs and relevant information that directly assists persons in determining the educational needs of the student.
5. Specific, individualized recommendations for consideration by the IEP team for educational programming and placement to enable the student to participate as appropriate in the general education curriculum in the least restrictive environment, as defined by federal and state law and regulations.

### Re-Evaluations

Re-evaluations shall be conducted within the timeframes required by state and federal laws and regulations unless the parent/guardian and the district agree in writing that a re-evaluation is unnecessary. For students with intellectual disability, the re-evaluation cannot be waived. The group of qualified professionals that reviews the evaluation materials to determine whether the child is a student with a disability shall include a certified school psychologist when evaluating a student for autism, emotional disturbance, intellectual disability, multiple disabilities, other health impairment, specific learning disability and traumatic brain injury.[3][19]  
[20]



Copies of the re-evaluation report shall be disseminated to parents/guardians at least ten (10) days prior to the meeting of the IEP team unless this requirement is waived in writing.

### **Independent Educational Evaluations**

A parent/guardian who disagrees with the results or content of an evaluation performed or obtained by the district may request an independent educational evaluation at district expense. A parent/guardian is entitled to only one (1) independent educational evaluation at public expense each time the district conducts an evaluation with which the parent/guardian disagrees. The independent educational evaluation must arise from parents'/guardians' disagreement with the district's most recent evaluations or re-evaluations of the student. The district shall be entitled to a copy of all results of independent educational evaluations conducted at public expense. If an oral request for an independent educational evaluation is made to a professional employee or administrator, that person shall inform the parent/guardian that the request must be in writing. If the native language of the parent/guardian is other than English, the requirement that the parent/guardian make his/her request in writing shall be conveyed by whatever means practicable and in the native language of the parent/guardian.[9][21]

A written request for an independent educational evaluation at district expense shall be immediately forwarded to the Director of Special Education, who may, upon receipt of the written parent/guardian request, ask that the parent/guardian state his/her reasons for disagreement with the evaluation conducted or proposed by the district. The district cannot require the parent/guardian to do so, and the refusal of the parent/guardian shall not delay the process required by this policy.

The criteria under which the independent educational evaluation at public expense is obtained must be the same as the criteria used by the district in conducting an appropriate evaluation, including the location of the evaluation and the qualifications of the examiner, to the extent those criteria are consistent with the parent's/guardian's right to an independent educational evaluation at public expense. The qualified examiners who conduct the independent educational evaluation may not be employed by the public agency responsible for the education of the student.

Within ten (10) school days of receipt of a request for an independent educational evaluation in writing from a parent/guardian, the Director of Special Education shall either initiate a due process hearing to show that the district's evaluation is appropriate and notify the parent/guardian in writing that s/he has done so or issue to the parent/guardian correspondence containing:

1. Assurance that the district will pay for an independent educational evaluation as long as the evaluation meets all of the requirements of an appropriate evaluation and is in compliance with this policy.
2. Statement that the district will not pay for the evaluation until it receives directly from the evaluator a complete copy of a report of that evaluation and determines that the evaluation is in compliance with this policy.

3. **Request that the parents/guardians consider accessing reimbursement for all or part of the evaluation from public or private sources of insurance or reimbursement, together with a clear assurance that the parent/guardian is not required to do so and that the district will pay any cost not covered by such sources.**
4. **Directions that the parent/guardian is responsible for arranging for the evaluation and ensuring that the evaluator contacts the Director of Special Education to arrange for payment of the evaluation.**

**Upon request, the district shall provide to parents/guardians information about where an independent educational evaluation may be obtained.**

**If the evaluation has already been conducted and paid for, the district shall issue correspondence advising the parent/guardian that the district will not reimburse the parent/guardian for the evaluation until it receives a complete and unredacted copy of the report of the evaluation and determines that the evaluation is in compliance with this policy. The district shall require documentation substantiating that the parents/guardians paid for or incurred the obligation to pay for the evaluation without reimbursement from a public or private source of insurance or reimbursement.**

**The Director of Special Education shall send the correspondence to the parent/guardian by certified mail or by other independently verifiable means of conveyance and enclose a copy of this policy.**

**The Director of Special Education shall maintain a list of qualified independent evaluators in each of the various disciplines commonly relied upon to provide education-related evaluations and assessments and shall promptly make that list available to any parent/guardian who requests it.**

**PSBA Revision 6/15 © 2015 PSBA**

Last Modified by Sharon Reiner on February 12, 2016



Book	Policy Manual
Section	100 Programs
Title	Interscholastic Athletics
Number	123
Status	Second Reading
Legal	<u>1. 24 P.S. 1601-C et seq</u> <u>2. 22 PA Code 4.27</u> <u>3. 34 CFR 106.41</u> 4. Pol. 103 <u>5. 24 P.S. 511</u> 6. 24 P.S. 5223 <u>7. 24 P.S. 5333</u> <u>10. 24 P.S. 1603-C</u> <u>24 P.S. 5321 et seq</u> <u>24 P.S. 5331 et seq</u> <u>22 PA Code 4.27</u> <u>22 PA Code 12.1</u> <u>22 PA Code 12.4</u> <u>4 CFR 106.41</u> Pol. 204 Pol. 218
Adopted	July 23, 2002
Last Revised	January 8, 2013

### **Purpose**

The Board recognizes the value of a program of interscholastic athletics as an integral part of the total school experience for all district students and to the community.

While athletics can contribute to each student's full development, athletic activities should not interfere with academic requirements nor should such activities be emphasized at the expense of academic performance.

### **Definition**

For purposes of this policy, the program of **interscholastic athletics** shall include all activities relating to competitive or exhibition sport contests, games or events involving individual students or teams of students when such events occur between schools within this district or outside this district.

**Authority**

It shall be the policy of the Board to offer opportunities for participation in interscholastic athletic programs to male and female students on as equal a basis as is practicable and in accordance with State regulations.[1][2][3][4]

The Board shall approve a program of interscholastic athletics and shall require that all facilities utilized in that program, whether or not the property of this Board, properly safeguard both players and spectators and are kept free from hazardous conditions.[5]

The Board shall determine the standards of eligibility to be met by all students participating in an interscholastic program. Such standards shall require that each student, before participating in any interscholastic activity, be covered by student accident insurance; be in good physical condition; be free of injury, as determined by the district physician.[5]

The Board further adopts those eligibility standards set by the Constitution of the Pennsylvania Interscholastic Athletic Association.

Each school year, prior to participation in an interscholastic athletic activity, every student athlete and his/her parent/guardian shall sign and return the acknowledgement of receipt and review of the following:[6][7]

1. Concussion and Traumatic Injury Information Sheet.
2. Sudden Cardiac Arrest Symptoms and Warning Signs.

In addition, the district will develop guidelines, in accordance with School Code, to provide for the prevention, detection and treatment of concussions sustained while participating in an athletic activity. The district will also develop guidelines for prevention and recognition of sudden cardiac arrest in student athletes.

**Guidelines****Physical Examinations of Participants in Secondary Interscholastic Athletics**

No student may participate in an interscholastic sport during the academic year, either practice session or competition, without providing written certification from a licensed physician, certified school nurse practitioner, or physician assistant that the student has been examined and approved for participation in that sport.

Students who wish to participate in more than one sport during the same academic year must be re-examined and certified by a physician, school nurse practitioner, or physician assistant for each sport prior to participation.

A student's initial physical examination during the academic year should be conducted by the family physician, except in cases of economic hardship when the school physician will conduct the exam. Examinations for recertification during the same year may be conducted by the school physician.

**Male/Female Athletic Opportunities Report**

By October 15 of each year, on the designated disclosure form, the Superintendent or designee shall report to the PA Department of Education the interscholastic athletic

opportunities and treatment for male and female secondary school students for the preceding school year.[10]

By November 1 of each year, the completed disclosure form shall be made available for public inspection during regular business hours and posted on the district's website.

The availability of the completed disclosure form shall be announced by posting a notice on school bulletin boards, in the school newspaper, on any electronic mailing list or list serve, and by any other reasonable means.[10]

**References:**

**CBSD Board Policies: 123.1, 123.2**

~~[123-Attach 1.doc \(28 KB\)](#)~~

~~[123-Attach 2.doc \(26 KB\)](#)~~

Last Modified by Sharon Reiner on February 2, 2016



Book	Policy Manual
Section	100 Programs
Title	Concussion Management
Number	123.1
Status	Second Reading
Legal	<u>1. 24 P.S. 5322</u> 2. Pol. 123 3. Pol. 122 <u>4. 24 P.S. 5323</u> <u>24 P.S. 5321 et seq</u>

### **Purpose**

The Board recognizes the importance of ensuring the safety of students participating in the district's athletic programs. This policy has been developed to provide guidance for prevention, detection and treatment of concussions sustained by students while participating in an athletic activity.

### **Definitions**

**Appropriate medical professional** shall mean all of the following:[1]

1. A licensed physician who is trained in the evaluation and management of concussions.
2. A licensed or certified health care professional trained in the evaluation and management of concussions and designated by a licensed physician trained in the evaluation and management of concussions.
3. ~~A licensed psychologist neuropsychologically trained in the evaluation and management of concussions or who has postdoctoral training in neuropsychology and specific training in the evaluation and management of concussions.~~

**Athletic activity** shall mean all of the following:[1]

1. Interscholastic athletics.[2]
2. ~~An athletic contest or competition, other than interscholastic athletics, that is sponsored by or associated with the school, including cheerleading, club sponsored sports activities and sports activities sponsored by school-affiliated organizations.[3]~~
3. ~~Noncompetitive cheerleading that is sponsored by or associated with the school.[3]~~
4. Practices, interschool practices and scrimmages for all athletic activities.[3][2]

### **Delegation of Responsibility**

Each school year, prior to participation in an athletic activity, every student athlete and his/her parent/guardian shall sign and return the acknowledgement of receipt and review of the Concussion and Traumatic Brain Injury Information Sheet.[4]

The Superintendent or designee shall develop administrative regulations to implement this policy, which shall include protocols for concussion management.

### **Guidelines**

The school shall hold an informational meeting prior to the start of each athletic season for all competitors **in high school and middle school athletic activities** regarding concussions and other head injuries, the importance of proper concussion management, and how preseason baseline assessments can aid in the evaluation, management and recovery process. In addition to the student athletes, such meetings may include parents/guardians, coaches, other appropriate school officials, physicians, neuropsychologists, athletic trainers and physical therapists.[4] **Team coaches are also expected to attend these sessions with their respective student athletes. All high school athletes involved in collision and contact sports will take a baseline concussion test once a year as part of the concussion management program. All 7th and 8th grade athletes involved in collision and contact sports will take a baseline concussion test once every two (2) years as part of the concussion management program.**

### **Removal From Play**

A student who, as determined by a game official, coach from the student's team, certified athletic trainer, licensed physician, licensed physical therapist or other official designated by the district, exhibits signs or symptoms of a concussion or traumatic brain injury while participating in an athletic activity shall be removed by the coach from participation at that time.[4] **A parent or guardian will be notified when such determination is made as soon as possible.**

### **Return to Play**

The coach ~~each~~ **student** shall not return a student to **athletic** participation until the student is evaluated and cleared for return to participation in writing by an appropriate medical professional. The Board may designate a specific appropriate medical professional(s) to provide written clearance for return to participation.[4] **unless all of the following conditions have been met.**

#### **The student athlete:**

- **attends all classes, maintains full academic load/homework, and requires no instructional accommodations or modifications related to the concussion.**
- **no longer exhibits signs, symptoms, or behaviors consistent with a concussion, at rest or with exertion.**
- **receives a written medical release from an appropriate licensed health care provider.**
- **the student athlete follows stepwise progression policy mandated by the state.**

### **Training**

All coaches shall annually, prior to coaching an athletic activity, complete a concussion management certification training course offered by the Centers for Disease Control and Prevention, the National Federation of State High School Associations or another provider approved by the Department of Health.[4] **A coach will not coach an athletic activity until the training course is successfully completed.**

#### Penalties

A coach found in violation of the provisions of this policy related to removal from play and return to play shall be subject to the following penalties:[4]

1. For a **first** violation, suspension from coaching any athletic activity for the remainder of the season.
2. For a **second** violation, ~~suspension from coaching any athletic activity for the remainder of the season and for the next season.~~ **permanent removal from that coaching or extra-duty position or any other extra-duty position in the future.**
3. For a **third** violation, ~~permanent suspension from coaching any athletic activity.~~

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Last Modified by Sharon Reiner on February 18, 2016





Book	Policy Manual
Section	100 Programs
Title	Sudden Cardiac Arrest
Number	123.2
Status	Second Reading
Legal	<u>1. 24 P.S. 5331 et seq</u> <u>2. 24 P.S. 5332</u> 3. Pol. 123 4. Pol. 122 <u>5. 24 P.S. 5333</u> Pol. 822

### **Authority**

The Board recognizes the importance of ensuring the safety of students participating in the district's athletic programs. This policy has been developed to provide guidance for prevention and recognition of sudden cardiac arrest in student athletes.[1]

### **Definition**

**Athletic activity** shall mean all of the following:[2]

1. Interscholastic athletics.[3]
2. ~~An athletic contest or competition, other than interscholastic athletics, that is sponsored by or associated with the school, including cheerleading, club-sponsored sports activities and sports activities sponsored by school-affiliated organizations.~~[4]
3. ~~Noncompetitive cheerleading that is sponsored by or associated with the school.~~[4]
4. Practices, interschool practices and scrimmages for all athletic activities.[4][3]

### **Delegation of Responsibility**

Each school year, prior to participation in an athletic activity, every student athlete and his/her parent/guardian shall sign and return the acknowledgement of receipt and review of the Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet.[5]

### **Guidelines**

The school shall hold an informational meeting prior to the start of each athletic season for all competitors regarding the symptoms and warning signs of sudden cardiac arrest. In addition to the student athletes, such meetings may include parents/guardians, coaches, other appropriate school officials, physicians, pediatric cardiologists, and athletic trainers.[5]

### Removal From Play

A student who, as determined by a game official, coach from the student's team, certified athletic trainer, licensed physician, or other official designated by the district, exhibits signs or symptoms of sudden cardiac arrest while participating in an athletic activity shall be removed by the coach from participation at that time.[5]

Any student known to have exhibited signs or symptoms of sudden cardiac arrest prior to or following an athletic activity shall be prevented from participating in athletic activities.

### Return to Play

The coach shall not return a student to participation until the student is evaluated and cleared for return to participation in writing by a licensed physician, certified registered nurse practitioner or cardiologist.[5]

### Training

All coaches shall annually, prior to coaching an athletic activity, complete the sudden cardiac arrest training course offered by a provider approved by the PA Department of Health.[5] **A coach will not coach an athletic activity until the training course is successfully completed.**

### Penalties

A coach found in violation of the provisions of this policy related to removal from play and return to play shall be subject to the following penalties:[5]

1. For a **first** violation, suspension from coaching any athletic activity for the remainder of the season.
2. For a **second** violation, ~~suspension from coaching any athletic activity for the remainder of the season and for the next season.~~ **permanent removal from that coaching or extra-duty position or any other extra-duty position in the future.**
3. For a ~~third~~ violation, ~~permanent suspension from coaching any athletic activity.~~

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Last Modified by Sharon Reiner on February 18, 2016

**CENTRAL BUCKS SCHOOL DISTRICT  
SCHOOL BOARD MEETING**

**February 23, 2016**

**FOR ACTION: Adoption of 2016-2017 School Calendar**

The 2016-2017 school year calendar is designed to address several factors:

- Provide 184 instructional days
- Facilitate the requirements of our Act 80 agreement – professional staff development, parent/teacher conferences, curriculum work
- Provide some time off for students/families throughout the school year
- Comply with federal holidays
- Honor some religious holidays.

Providing 184 days of instruction, four (4) days more than the minimum State requirement of 180 days, enables teachers and students more time each year to successfully meet the learning objectives at each grade level, and speaks to the value our school community places on education.

**RECOMMENDATION:**

The Superintendent recommends the attached 2016-2017 school district calendar.



# 2016-2017 CENTRAL BUCKS SCHOOL DISTRICT CALENDAR

## August / September

S	M	T	W	Th	F	S
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

29-30 Professional Development  
8/31 First Day of School for ALL Students  
5 Labor Day - No School

Student days (22) - Teacher days (24)

## October

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

10-14 Celebrate Education Week  
3 Rosh Hashanah - No School  
12 Yom Kippur - No School

Student days (19) - Teacher days (19)

## November

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17 <sup>K</sup>	18 <sup>K</sup>	19
20	21 <sup>K</sup>	22 <sup>K</sup>	23	24	25	26
27	28	29	30			

7 End of 1st Marking Period (46 days)  
8 Election Day—No School—Prof. Development/ MS Conference  
11 Veterans Day  
17-22 No Kindergarten - K Parent Conferences  
21 Early Dismissal 1-6, Parent Conferences; Full Day 7-12  
22 Early Dismissal 1-12; Elem. Conferences/ Prof. Development  
23 No School - Professional Development  
24-25 Thanksgiving Recess - No School

Student days (18) - Teacher days (20)

## December

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

5-16 Keystone Testing, Algebra I, Biology, Literature  
23 Early Dismissal Grades K-12  
24-1/1 Hanukkah  
25 Christmas Day  
26-1/2 Winter Recess - No School

Student days (17) - Teacher days (17)

## January

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

3 School Resumes  
9-23 Keystone Testing, Algebra 1, Biology, Literature  
16 Martin Luther King Jr. Day - No School  
25 Early Dismissal - End of 2nd Marking Pd. (46 days)

Student days (20) - Teacher days (20)

## February

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

16-17 No School - Professional Development  
20 Presidents' Day - No School

Student days (17) - Teacher days (19)

## March

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

31 Early Dismissal K-6; Full Day 7-12

Student days (23) - Teacher days (23)

## April

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12 <sup>K</sup>	13 <sup>K</sup>	14	15
16	17 <sup>K</sup>	18 <sup>K</sup>	19	20	21	22
23	24	25	26	27	28	29
30						

3-7 PSSA Testing Grades 3-8, English/ Lang Arts  
4 End of 3rd Marking Period (46 days)  
10-18 Passover  
12-18 No Kindergarten - K Parent Conferences  
13,17 No School - Professional Development - Conferences  
14 No School  
16 Easter Sunday  
24-28 PSSA Testing Grades 3-8, Mathematics

Student days (17) - Teacher days (19)

## May

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1-5 PSSA Testing Grades 4 & 8, Science  
15-26 Keystone Testing: Algebra 1, Biology, Literature  
29 Memorial Day - No School

Student days (22) - Teacher days (22)

## June

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

13 Last Day: Early Dismissal  
End 4th Marking Pd. (46 days)  
14 Professional Development

Student days (9) - Teacher days (10)

## Key

- Holiday - No School for Students & Staff
- No School - Professional Development
- Early Dismissal, Grades K-12
- Early Dismissal, Grades K-6
- End of Marking Period
- No Kindergarten - K Parent Conferences

NO Kindergarten on November 17-22 for Parent Conferences.  
NO Kindergarten on April 12-18 for Parent Conferences/ Spring Recess.  
NO PM Kindergarten on December 23 and March 31  
NO AM Kindergarten on January 25 and June 13 - PM Kindergarten attends in the morning.

NOTE: Snow make-up days will be scheduled beginning on June 14  
184 Student Days - 193 Scheduled Teacher Days

**CENTRAL BUCKS SCHOOL DISTRICT  
SCHOOL BOARD MEETING**

**February 23, 2016**

**FOR ACTION: Personnel Items**

The following pages include resignations, retirements, terminations, positions ended, and leaves of absence; appointments, long-term per diem substitute teachers, classification changes, community school staff, summer band director, substitute/auxiliary activity pay rates, per diem substitute teachers, per diem substitute van drivers, and substitute educational assistants.

**RECOMMENDATION:**

The administration is recommending that the Board approve resignations, retirements, terminations, positions ended, and leaves of absence; appointments, long-term per diem substitute teachers, classification changes, community school staff, summer band director, substitute/auxiliary activity pay rates, per diem substitute teachers, per diem substitute van drivers, and substitute educational assistants.

## RESIGNATIONS

Name: Bonnie Belli  
Position: Special Education Assistant – Central Bucks High School – West  
Effective: February 19, 2016

Name: Matthew Davis  
Position: Before/After School Program – Butler Elementary School  
Effective: February 5, 2016

Name: Cristina DiSandro  
Position: Educational Assistant – Barclay Elementary School  
Effective: March 2, 2016

Name: Rachel Knoll  
Position: Personal Care Assistant – Jamison Elementary School  
Effective: February 9, 2016

Name: Hunter McRee  
Position: Swim Program – Central Bucks High School – East  
Effective: February 10, 2016

Name: Edward Mitchem  
Position: Personal Care Assistant – Butler Elementary School  
Effective: February 12, 2016

Name: Melissa Wanczyk  
Position: Special Education teacher – Central Bucks High School – South  
Effective: February 1, 2016

Name: Kathleen Whalen  
Position: Duty Assistant – Jamison Elementary School  
Effective: February 12, 2016

Name: Susan Wilson  
Position: Building Computer Specialist – Educational Services Center  
Effective: April 20, 2016

## RETIREMENTS

Name: Renee Herrity  
Position: Special Education teacher – Linden Elementary School  
Effective: April 24, 2016

Name: Carole Janko  
Position: Title 1 Instructional Assistant – Doyle Elementary School  
Effective: June 14, 2016

RETIREMENTS (Cont'd)

Name: Irvin Kooker  
Position: Bus Driver – Transportation  
Effective: February 8, 2016

Name: Beth Reinert  
Position: Health and Physical Education teacher – Barclay Elementary School  
Effective: March 3, 2016

Name: Jonathan Tauber  
Position: Special Education teacher – Tamanend Middle School  
Effective: June 15, 2016

Name: Eileen Telly  
Position: Music teacher – Groveland Elementary School  
Effective: April 15, 2016

TERMINATIONS

Name: Norris Smith  
Position: Substitute Bus Driver – Transportation  
Effective: February 8, 2016

POSITIONS ENDED

Name: Jennifer Hendri  
Position: Substitute Nurse – Butler Elementary School  
Effective: December 23, 2015

LEAVES OF ABSENCE

Laurette Kozlik                      Special Education Assistant – Warwick Elementary School  
August 29, 2016 – December 5, 2016

Jennifer Wisniewski                      Elementary teacher – Groveland Elementary School  
May 19, 2016 – January 2017

APPOINTMENTS

Name: Elizabeth Decembrino  
Position: Special Education Assistant – Cold Spring Elementary School  
\$14.51 per hour  
Effective: February 8, 2016  
Reason: Employee Resignation

Name: Bruce Isenberg  
Position: Duty Assistant – Central Bucks High School – East  
\$12.26 per hour  
Effective: February 23, 2016  
Reason: Employee Transfer

APPOINTMENTS (Cont'd)

Name: Laura McCrory  
Position: Personal Care Assistant – Butler Elementary School  
\$12.26 per hour  
Effective: February 16, 2016  
Reason: Employee Resignation

LONG-TERM PER DIEM SUBSITUTE TEACHERS

Name: Anthony Adamucci  
Position: Biology teacher – Central Bucks High School – West  
\$150 per day  
Effective: February 10, 2016

Name: Joanna Curran  
Position: Elementary teacher – Bridge Valley Elementary School  
\$150 per day  
Effective: February 16, 2016

Name: Kacie Gallen  
Position: Elementary teacher – Mill Creek Elementary School  
\$150 per day  
Effective: March 21, 2016

Name: Diane Gimpel  
Position: English teacher – Central Bucks High School – West  
\$150 per day  
Effective: February 16, 2016

Name: Andrew Graff  
Position: French teacher – Central Bucks High School – West  
\$150 per day  
Effective: February 16, 2016

Name: Jennifer Hendri  
Position: Certified School Nurse – Groveland Elementary School  
\$150 per day  
Effective: February 2, 2016

Name: Rebecca Panitch  
Position: Art teacher – Lenape Middle School  
\$150 per day  
Effective: February 18, 2016



LONG-TERM PER DIEM SUBSTITUTE TEACHERS (Cont'd)

Name: Victoria Prendergast  
Position: Social Studies teacher – Holicong Middle School  
\$150 per day  
Effective: January 19, 2016

Name: Eric Sanville  
Position: Elementary teacher – Butler Elementary School  
\$150 per day  
Effective: February 8, 2016

CLASSIFICATION CHANGES

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
Robert Starke	Custodian Tamanend \$15.63 Per Hour	(Temp) C-Prev Maintenance Mech Operations \$27.75 Per Hour	2/19/16-3/25/16
Robert Starke	(Temp) C-Prev Maintenance Mechanic Operations \$27.75 Per Hour	(Temp) Floating Head Custodian Operations \$18.09 Per Hour	3/28/16-6/17/16

COMMUNITY SCHOOL STAFF

Colraine Hunley	Before/After School Child Program/Instructor 2 Rate	\$17.30/hour
Anthony Jagelka	Before/After School Child Program/Educational Assistant	\$14.01/hour
Jennifer Magaruh	Before/After School Child Program/Instructor 2 Rate	\$17.30/hour
Katelyn Messina	Before/After School Child Program/Instructor 2 Rate	\$17.30/hour
Tyler Scott	Student Swim Instructor	\$ 8.40/hour
Shelby Smulling	Before/After School Child Program/Instructor 2 Rate	\$17.30/hour

SUMMER BAND DIRECTOR

Mark Appiotti \$1,500

## Recommended Substitute/Auxiliary Activity Pay Rates

<u>Position</u>	<u>2015-2016 Rates</u> (Effective July 1, 2015) (Rates based on 7.67 hours per day)	<u>2016-2017 Rates</u> (Effective July 1, 2016) (Rates based on 7.67 hours per day)
Substitute Teacher	\$95/day—Days 1-39 \$100/day—Mondays and Fridays \$110/day—Days 40+	\$95/day—Days 1-39 \$100/day—Mondays and Fridays \$110/day—Days 40+
Long Term Per Diem Substitute Teacher	\$150/day—Continuous	\$150/day—Continuous
Substitute Nurse	\$105/day	\$110/day
Substitute Educational Assistant	\$10.50/hour	\$10.50/hour
Substitute Secretary	\$10.50/hour	\$10.50/hour
Substitute Bus Driver	\$20.35/hour	\$20.35/hour
Substitute Van Driver	\$13.45/hour	\$13.45/hour
Homebound/Tutorial Instructor	\$30.00/hour	\$30.00/hour
Homebound Instructor/ESY Tutor	\$32.00/hour	\$32.00/hour
Summer IT/Cleaning Crew	\$10.10/\$10.50/hour	\$10.10/\$10.50/hour
Substitute Custodian	\$14.00/hour	\$14.00/hour
Summer Video Assistant	\$10.10/hour	\$10.10/hour
Summer ESY Head Teacher		\$36.00/hour
Summer ESY Instructor—for special needs children	\$32.00/hour	\$32.64/hour
Summer ESY Instructional Assistant	\$13.87/hour	\$14.01 (Support Contract rate for EAs)
Summer ESY Staff Nurse	\$19.26/hour	\$22.00/hour
<b>COMMUNITY SCHOOL PROGRAMS</b>	<i>These positions/expenses paid by user fees</i>	
<b><u>School Age Childcare</u></b>		
Group Supervisor	\$24.00/hour	\$24.48/hour
Instructor	\$17.30/\$20.25/hour	\$17.65 / \$20.66/hour
Child Care Educational Assistant	\$13.87 (support contract rate for educational assistants)	\$14.01 (support contract rate for educational assistants)
<b><u>Aquatics</u></b>		
Aquatics Coordinators	\$18.28/\$25.40/hour	\$18.65/\$25.91/hour
USS Head Coach	\$20.10/\$27.31/hour	\$20.50/\$27.86/hour
SAL Head Coach	\$16.00/\$17.00/hour	\$16.00/\$17.00/hour
SAL Assistant Coach	\$13.90/\$14.90/hour	\$13.90/\$14.90/hour
Student Coach/Lifeguard	\$8.90/hour	\$8.90/hour
Student Lesson Instructors/Swimming	\$8.40/hour	\$8.40/hour
Private Swim Lessons	See Grid on Back	See Grid on Back
<b><u>Continuing Education</u></b>		
Contracted Supervision (Continuing Ed, Aquatics, Camps)	\$24.80/hour	\$24.80/hour
Instructors (according to experience)	\$30.00/hour (Instructor A) \$26.00/hour (Instructor B) \$23.00/hour (Assistant Instructor A) \$21.00/hour (Assistant Instructor B)	\$30.00/hour (Instructor A) \$26.00/hour (Instructor B) \$23.00/hour (Assistant Instructor A) \$21.00/hour (Assistant Instructor B)
<b><u>Athletic Camps</u></b>		
Head Coach	\$23.00/hour	\$26.00/hour
Assistant Head Coach	\$18.00/hour	\$23.00/hour \$18.00/hour
Student Coach	\$10.10/\$10.50/hour	\$10.10/\$10.50/hour

***Private/Semi-Private Lessons Effective September 2015***

<b>Type of lesson</b>	<b>Type of Instructor</b>	<b>Rate Charged Parent</b>	<b>Salary of Instructor</b>
1/2 hour Private Lesson	Adult Instructor	\$35 per 1/2 hour	\$13 per 1/2 hour
1/2 hour Semi-Private Lesson	Adult Instructor	\$25 per child per 1/2 hour	\$13 per 1/2 hour

**PER DIEM SUBSTITUTE TEACHERS** - Approved salary rate of \$95/day for the 2015-2016 school year

Demi Alimena	Annamarie DiRaddo	Heather King	Emily Schreiner
Megan Andress	Jaime Donovan	Jacqueline Kochanowicz	
Alyssa Basko	Nicole Dooley	Elizabeth Kraft	Robin Schwoyer
Grace Benson	Sandra Elliott	Aimee Lampke	Laurie Scupp
David Bokeko	Barbara Esposito	Anne Macios	Dorothy Serban
Leonard Boone	Jennifer Fahy	Jade Maldonado	Elisabeth Serkin
Megan Bradley	Jeff Falabella	Leslie Malkin	Lauren Shanberg
Michelle Brownlow	Rachel Feldman	Gail Markferding	Stephen Shields
Tara Bryant Gray	Andrew Gazda	Leah Marks	Robert Silberg
Melissa Chizik	Colleen Gible	Victoria Marshall	Jeanette Smith
Kirt Christensen	Melanie Greenwood	Kimberly McCleary	Emily Spear
Caryn Coleman	Ashley Hauschild	Heidi New	Benjamin Springle
Laura Crawley	Amy Heiman	Brian Price	Sarah Stout
Kari Cunningham	Diana Iversen	Paula Robinson	Kimberly Succi
Stacey Delcau	David Jackson	Lisa Rothschild	Justin VanHouten
Karen DeLise	Jessica Kaminski	Theresa Rue	Patricia Walsh Collins
Alexandra DiMeglio	Bonnie Kelly	Henry Ryder	Mary Ward
Patricia Dinka	Cornelius Kilgarriff	Suhanthini Santhirasegaran	

**PER DIEM SUBSTITUTE VAN DRIVERS AND SUBSTITUTE EDUCATIONAL ASSISTANTS** - Approved salary rate of \$13.45/\$10.50 per hour for the 2015-2016 school year

Substitute Van Drivers

Robin Kenner

Substitute Educational Assistants

Sean Quinn

**CENTRAL BUCKS SCHOOL DISTRICT  
SCHOOL BOARD MEETING**

**February 23, 2016**

**FOR ACTION: Student Trips**

The CB East Culture Shock Club is planning to travel to New York City on April 21, 2016. The mission of the trip is to create a direct experience of diverse cultures for the students of the club. Students will explore culturally diverse neighborhoods in New York City, take a tour of Central Park and the Metropolitan Museum of Art, and broaden the students' appreciation for different ethnic cuisines. Students will take the train into the city in an effort to give the students the experience of how culturally varied and ethnically diverse New York City life and travel is compared to Bucks County. Two teachers and twenty students plan to travel to New York City. The cost of the trip for each student will be \$35. Students participated in fundraising activities to help offset the cost of the trip.

The CB West Science Research Club is planning to travel to Pennsylvania State University on May 15-17, 2016. The students will be attending the State meeting of the Pennsylvania Junior Academy of Science (PJAS) and will present results of several months of STEM-related research to judges and recognized for their accomplishments. All students already competed at the regional level (Bensalem, PA) and earned the invitation to the state-level competition. Two teachers, thirty-two students, and two parents plan to travel to Pennsylvania State University. The cost of the trip for each student will be a maximum of \$250 and is subsidized by the PJAS organization and PSU. Provisions have been made for any students with a financial need.

**RECOMMENDATION:**

The administration is recommending that the Board approve the CB East Culture Shock Club to travel to New York City on April 21, 2016; and the CB West Science Research Club to travel to Pennsylvania State University on May 15-17, 2016.



**CENTRAL BUCKS SCHOOL DISTRICT**  
**FIELD TRIP REQUEST —Board of School Directors Permission**  
 For Major Metropolitan Areas (New York City, Washington, D.C.)

DATE of REQUEST 1/27/16

PERMISSION IS REQUESTED TO FACILITATE A FIELD TRIP TO

DESTINATION(S) New York City  
 ADDRESS(ES) 1000 5th Ave, New York, NY 10028  
 DATE(S) April 21, 2016

NAME OF SCHOOL Central Bucks HS East

SCHOOL GROUP (Band, Debate, Sports Team, etc.) Culture Shock

NAME OF SCHOOL GROUP SPONSOR Tanya Carone-Burdat SPONSOR SIGNATURE [Signature]

NUMBER OF STUDENTS IN GROUP 20 NUMBER OF STUDENTS PARTICIPATING IN TRIP 20

COST TO EACH STUDENT \$35.00 PROVISION FOR THOSE UNABLE TO PAY Fundraisers to offset cost

MEANS OF FUNDING TRIP Fundraisers, DJ Jam n Jazz festival, Bake sales, Dress Down Day

NUMBER OF TEACHERS 2 NUMBER OF PARENTS 0 = TOTAL NUMBER CHAPERONES 2

**PARENT PERMISSION SLIPS FOR PARTICIPATING STUDENTS MUST BE ON FILE IN THE OFFICE OF THE PRINCIPAL PRIOR TO THE FIELD TRIP.**

EDUCATIONAL PURPOSE FOR TRIP (Include objective, invitation, if applicable): Create a direct experience of diverse cultures for the students of the club. We will explore neighborhoods, museum & different ethnic cuisines. See attached itinerary.

**PLEASE ATTACH A DETAILED ITINERARY.**

TRANSPORTATION \*\*Bus Company N/A - see attached all student transportation  
 Airline (Name of Carrier) \_\_\_\_\_  
 Other (Specify) \_\_\_\_\_

\*\*Approved Private School Bus and Chartered Bus vendor verified by the Central Bucks Transportation Department.

PRINCIPAL SIGNATURE [Signature] SCHOOL CB East  
 DATE 2/17/16

BOARD PRESIDENT SIGNATURE \_\_\_\_\_ APPROVAL DATE \_\_\_\_\_



**CENTRAL BUCKS SCHOOL DISTRICT**  
**FIELD TRIP REQUEST —Board of School Directors Permission**  
 For Major Metropolitan Areas (New York City, Washington, D.C.)

DATE of REQUEST 2/12/2016

PERMISSION IS REQUESTED TO FACILITATE A FIELD TRIP TO

DESTINATION(S) State Meeting of the Pennsylvania Junior Academy of Science (PJAS)  
 ADDRESS(ES) The Pennsylvania State University, University Park, PA (East Halls)  
 DATE(S) May 15-May 17

NAME OF SCHOOL Central Bucks High School West  
 SCHOOL GROUP (Band, Debate, Sports Team, etc.) Science Research Club  
 NAME OF SCHOOL GROUP SPONSOR Mark Hayden SPONSOR SIGNATURE [Signature]  
 NUMBER OF STUDENTS IN GROUP 32 NUMBER OF STUDENTS PARTICIPATING IN TRIP 32  
 COST TO EACH STUDENT \$250 max PROVISION FOR THOSE UNABLE TO PAY \_\_\_\_\_  
Cost could be as low as \$200. We have utilized the "Needy Fund" in the past when a student was unable to pay.  
 MEANS OF FUNDING TRIP Student funded. Trip is subsidized by PJAS organization and PSU.  
 NUMBER OF TEACHERS 2 NUMBER OF PARENTS 2 = TOTAL NUMBER CHAPERONES 4

**PARENT PERMISSION SLIPS FOR PARTICIPATING STUDENTS MUST BE ON FILE IN THE OFFICE OF THE PRINCIPAL PRIOR TO THE FIELD TRIP.**

EDUCATIONAL PURPOSE FOR TRIP (Include objective, invitation, if applicable):  
Students present results of several months of STEM-related research to judges and are recognized for their accomplishments. All student already competed at the regional level (Bensalem, PA) and earned the invitation to the state-level competition.

**PLEASE ATTACH A DETAILED ITINERARY.**

TRANSPORTATION \*\*Bus Company Hagey Bus Lines  
 Airline (Name of Carrier) \_\_\_\_\_  
 Other (Specify) \_\_\_\_\_

\*\*Approved Private School Bus and Chartered Bus vendor verified by the Central Bucks Transportation Department.

PRINCIPAL SIGNATURE [Signature] SCHOOL CB West  
 DATE 2.17.16  
 BOARD PRESIDENT SIGNATURE \_\_\_\_\_ APPROVAL DATE \_\_\_\_\_

**CENTRAL BUCKS SCHOOL DISTRICT  
SCHOOL BOARD MEETING**

**February 23, 2016**

**FOR ACTION: Staff Conferences/Workshops**

The following staff conferences/workshops are for approval:

Name	Area	Dates	Conference name	Location	Fund	Grants	Totals
Czyz, James	Adminstrator	3/10/16	PASBO Conference	Hershey,PA	225		
<b>Totals this meeting</b>					<b>225</b>	<b>-</b>	<b>225</b>
Year to date from last meeting					7,638	34,654	42,292
Totals year to date					7,863	34,654	42,517
				General fund budget	28500		

**RECOMMENDATION:**

The administration is recommending that the Board approve the above staff to attend the listed conferences/workshops.



**CENTRAL BUCKS SCHOOL DISTRICT  
SCHOOL BOARD MEETING**

**February 23, 2016**

**FOR INFORMATION: Sabbatical Leaves of Absence**

Michelle Fuentes, an Elementary teacher at Groveland Elementary School, meets the requirements for a Sabbatical Leave under the provisions of the School Code. This leave will be effective for the fall semester of the 2016-2017 school year.