

**REGULAR SCHOOL BOARD MEETING  
CENTRAL BUCKS SCHOOL DISTRICT**

**February 12, 2013**

The Central Bucks Board of School Directors held its meeting on Tuesday, February 12, 2013 in the Board Room of the Educational Services Center with President Stephen Corr presiding. The meeting was called to order by President Corr at 7:32 p.m., followed by the Pledge of Allegiance. Dr. Green thanked Ms. Jessica Weber and the Lenape String Quartet for performing before the Board meeting.

**BOARD MEMBERS PRESENT**

Stephen Corr, President; Paul Faulkner, Vice President; James Duffy, John Gamble, Joseph Jagelka, Geryl McMullin, Tyler Tomlinson, Kelly Unger, Jerel Wohl

**ADMINISTRATORS PRESENT**

Dr. Rodney Green, Dr. David Weitzel, Dr. Nancy Silvius, Scott Kennedy, Gilbert Martini, David Matyas, Dale Scafuro

**ALSO PRESENT**

Jeffrey Garton, Solicitor; Sharon Reiner, School Board Secretary

Mr. Corr announced that the Board would meet in Executive Session following the Board meeting to discuss personnel matters.

**ACADEMIC SPOTLIGHT**

Ginny Barrett and Lisa Corr, Guidance Coordinators at CB South and CB West respectively, presented an overview of The Career Plan, the graduation project now in its second year of implementation. The requirements of The Career Plan include components in 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades which assist students in their transition from high school to post-graduate plans of college, work, or the military. The presentation also included a brief introduction to Naviance, a web-based college and career program.

**PUBLIC COMMENT**

There was no public comment.

**SUPERINTENDENT'S REPORT**

Dr. Green reported that he had met with the Parent Advisory committee with about twenty-five parents in attendance. Discussion included various items including the school calendar, scheduling, and the budget.

He also reported meeting with the Student Advisory committee with twelve students from three high schools in attendance. Topics included student activities, exams, the budget, student calendar, and student safety.

The Governor released his proposed 2013-14 state budget. It includes 1.7% increase in the basic education subsidy and CB would gain about \$450,000. But, that increase would not even cover the increase in the required pension contribution from CB to the State. The Governor is proposing changes to the pension system. The changes will affect employees going forward by reducing the multiplier and several other points. Also, he is proposing the district rate to be 14.38% next year compared to the planned rate of 16.93%. This would be helpful in the short term, but overall the rate still goes over 25% by 2017. The state pays half of this rate, but it is still quite an increase over what districts pay now, half of 12.38%.

### **COMMITTEE REPORTS**

Communications Committee, Finance Committee, and Operations Committee minutes were discussed briefly and are in Attachment B for informational purposes.

### **APPROVAL OF MINUTES**

Motion by John Gamble, supported by James Duffy, to approve the minutes of the January 22, 2013 school board meeting.

Motion Approved 9-0.

### **REAL ESTATE TAX COLLECTION PROCEDURES AND TAX COLLECTOR PAY RESOLUTION**

Motion by Tyler Tomlinson, supported by Jerel Wohl, to approve the Resolution for Real Estate Tax Collection procedures and remuneration as presented. The Resolution is Attachment A.

Motion Approved 7-2. (James Duffy, Paul Faulkner)

### **BUCKS COUNTY INTERMEDIATE UNIT #22 PROGRAMS AND SERVICES 2013-2014 BUDGET**

Motion by Paul Faulkner, supported by John Gamble, to approve the Bucks County Intermediate Units #22 Programs and Services 2013-2014 Budget as presented.

Motion Approved 9-0.

### **CONSTRUCTION CONTRACT AND EQUIPMENT PURCHASES**

Motion by Paul Faulkner, supported by Joseph Jagelka, to approve the award of a contract to Myco Mechanical to replace the HVAC equipment in the gym at Holicong Middle School in the amount of \$244,800; the purchase of a backhoe from Plasterer Equipment Company, Inc., in the amount of \$65,600 (State Contract #44000006034); and the purchase of a scissor lift from Mobile Lifts, Inc. in the amount of \$17,260 (NJPA Alliance Contract #031710-GII) as presented.

Motion Approved 8-1. (John Gamble)

### **PERSONNEL ITEMS**

Motion by Geryl McMullin, supported by Tyler Tomlinson, to approve resignations, retirements, a temporary position elimination, and unpaid leaves of absence; the appointment of support staff, long-term substitute teachers, long-term per diem substitute teachers, and community school staff; and EDRs as presented.

### **RESIGNATIONS**

Name: Theresa Cipressi  
Position: Special Education Assistant -- Doyle Elementary School  
Effective: January 24, 2013

Name: Jayne Anne Davis  
Position: Duty Assistant -- Tohickon Middle School  
Effective: January 22, 2013

Name: Rhonda Hiatt  
Position: General Secretary -- Educational Services Center  
Effective: February 5, 2013

Name: Sally Shore  
Position: Personal Care Assistant -- Bridge Valley Elementary School  
Effective: February 11, 2013

#### RETIREMENTS

Name: Cynthia Young  
Position: Music teacher -- Central Bucks High School -- South  
Effective: June 25, 2013

#### TEMPORARY POSITION ELIMINATED

Name: Melinda Kaupas  
Position: Basic Skills Assistant -- Kutz Elementary School  
Effective: January 31, 2013

#### UNPAID LEAVES OF ABSENCE

Michelle Blair	Elementary teacher -- Kutz Elementary School April 4, 2013 -- August 25, 2013
Sarah Brookshaw	French teacher -- Central Bucks High School -- West March 26, 2013 -- June 13, 2013
Christine Cochran	Health/PE teacher -- Central Bucks High School -- East April 29, 2013 -- June 10, 2013
Martha Crowell	Special Education teacher -- Central Bucks High School -- West May 3, 2013 -- August 25, 2013
Colleen Kaufman	Special Education teacher -- Buckingham Elementary School February 4, 2013 -- August 25, 2013
Danielle Kerins	Art teacher -- Buckingham/Mill Creek Elementary Schools May 29, 2013 -- October 30, 2013
Erin McMann	Special Education teacher -- Groveland Elementary School April 8, 2013 -- August 25, 2013
Lensi Nikolov	ESL teacher -- ESC and Mill Creek Elementary School May 17, 2013 -- January 24, 2014
Tara Schmucker	Mathematics teacher -- Central Bucks High School -- West May 3, 2013 -- August 30, 2014

Carla McDermott Walls - PEN teacher - Butler/Titus Elementary Schools  
April 2, 2013 - August 2013

APPOINTMENTS

Name: Deborah Gilchrist  
Position: Temporary Staff Nurse - Lenape Middle School  
\$18.88 per hour  
Effective: February 6, 2013

Name: Melissa Walters  
Position: Title I Instructional Assistant - Doyle Elementary School  
\$13.60 per hour  
Effective: January 2, 2013

Name: Amy Wayne  
Position: Temporary Educational Assistant - Bridge Valley Elementary School  
\$13.60 per hour  
Effective: January 28, 2013

Name: Terry Williams  
Position: Custodian - Buckingham Elementary School  
\$15.02 per hour  
Effective: February 4, 2013

LONG-TERM SUBSTITUTE TEACHERS

Name: Cameron Bergstresser  
Position: Elementary teacher - Bridge Valley Elementary School  
\$27,161 per annum (B+0 credits, Step 1)  
Effective: October 22, 2012 until 4/30/13

Name: Jeanne Cotugno  
Position: Elementary teacher - Butler Elementary School  
\$25,242 per annum (B+0 credits, Step 6)  
Effective: February 4, 2013 until the end of the 2012-2013 school year

Name: Corey Detwiler  
Position: Technology Education teacher - Unami Middle School  
\$38,903 per annum (B+0 credits, Step 1)  
Effective: February 4, 2013 until the end of the 2012-2013 school year

Name: Marissa Nagle  
Position: Science teacher - Unami Middle School  
\$21,502 per annum (B+0 credits, Step 1)  
Effective: February 4, 2013 until the end of the 2012-2013 school year

Name: Aimee Porco  
Position: Elementary teacher - Buckingham Elementary School  
\$51,813 per annum (B+24 credits, Step 3)  
Effective: August 29, 2012 until the end of the 2012-2013 school year

Name: Samantha Shaiman  
 Position: (.55) Spanish teacher – Central Bucks High School – West  
 \$11,827 per annum (B+0 credits, Step 1)  
 Effective: February 4, 2013 until the end of the 2012-2013 school year

LONG-TERM PER DIEM SUBSTITUTE TEACHERS

Name: Stephanie Cranage  
 Assignment: Elementary teacher – Linden Elementary School  
 \$180 per day  
 Effective: February 22, 2013

Name: Vanessa Pizzulli  
 Assignment: Elementary teacher – Barclay Elementary School  
 \$180 per day  
 Effective: March 8, 2013

Name: Nancy Summers  
 Assignment: Librarian – Lenape Middle School  
 \$180 per day  
 Effective: February 4, 2013

COMMUNITY SCHOOL

<u>Name</u>	<u>Position</u>	<u>Rate</u>
Nancy L. Ellis	Community School Before/After School EA	\$13.60/hour
Daniel Paradiso	Student Instructor	\$ 7.75/hour
Cristina Vazquez	Community School Before/After School EA	\$13.60/hour

EDR APPROVAL

<u>Name</u>	<u>School/Position</u>	<u>Units</u>
Sasha Eisenberg	East Spring Dramatics	12
Michael Grieco	East Spring Dramatics – Assistant	6
Jason Morehouse	East Spring Dramatics – Assistant	6
Lynette Yetto	South Spring Dramatics	12
Cynthia Young	South Spring Dramatics – Assistant	9
Gerry Armani	South Spring Dramatics – Assistant	3
Stu Kesilman	South Spring Dramatics – Assistant	3
Brian Weiner	West Spring Dramatics	12
Joseph Ohrt	West Spring Dramatics – Assistant	7
Lynne O'Hara	West Spring Dramatics – Assistant	3
Neil Delson	West Spring Dramatics – Assistant	5

Motion Approved 9-0.

### **STUDENT TRIPS**

Motion by John Gamble, supported by Kelly Unger, to approve the following student trips:

- CB West Chamber Choir trip to New York on February 25, 2013
- CB East and CB West Future Business Leaders of America Clubs trip to Hershey, PA on April 15-16, 2013
- CB South and CB West Orchestra trip to Norfolk/Virginia Beach on May 3-5, 2013

Motion Approved 9-0.

### **INFORMATION/DISCUSSION ITEMS**

The CB East Stadium project was discussed. A Public Hearing/Town Hall meeting will be held at Lenape Middle School on March 19 at 7:00 p.m. regarding the project.

Student Activities Quarterly Reports and Board Calendar were reviewed.

Mr. Corr announced that Board meetings will be taped beginning with the February 26, 2013 meeting and that a podcast would be posted on the website the day after the Board meeting. The podcast will remain on the website until the approval of the minutes from that Board meeting.

### **PUBLIC COMMENT**

Donald Veix commented on his support for the CB East Stadium project.

There being no further business before the Board, motion by Tyler Tomlinson, supported by John Gamble, to adjourn at 8:50 p.m.

Motion Approved 9-0.

Respectfully submitted,



Sharon L. Reiner  
Board Secretary

## RESOLUTION NO. \_\_\_\_\_

## CENTRAL BUCKS SCHOOL DISTRICT

PROCEDURES FOR COLLECTING SCHOOL TAXES AND REMUNERATION

In accordance with the Commonwealth's "Local Tax Collection Law," Act of May 25, 1945, P.I. 1050, as amended, and Public School Code of 1949, as amended, the following requirements have been adopted this 12<sup>th</sup> day of February, 2013, by the School Directors of the Central Bucks School District for all tax collectors elected to office on November 5, 2013, or those duly appointed thereafter, for these townships and boroughs – Buckingham Township, Chalfont Borough, Doylestown Borough, Doylestown Township, New Britain Borough, New Britain Township, Plumstead Township, Warrington Township and Warwick Township – for school years commencing July 1, 2014 and ending June 30, 2018:

1. All tax bills shall be prepared by the tax collector from the tax duplicate provided. All bills must state that checks shall be made payable to a payee as designated by the Central Bucks School District.

2. All tax collectors of school taxes shall furnish a surety bond in such amount as ordered by the Court of Common Pleas or its successor. The premium cost for the bond shall be paid by the School District.

3. Each tax collector shall deposit all taxes, when received, on a daily basis into an approved School District account and the School District and Tax Collectors will cooperate to institute a system of remote direct deposit of all taxes received to an approved School District account on a daily basis. The District shall be responsible for the coordination, acquisition and implementation of all required Software and/or equipment necessary to implement the remote daily direct deposit system. The tax collector will not have the authority to disburse any funds from the account other than transfers to the District or as specified below. A tax payment (other than those made by cash) not drawn to the order of the payee as directed above shall not be accepted by the tax collector unless it combines the payment of School District and County/Municipal taxes. If a check is received that combines payment of School District and County/Municipal Taxes, same shall be deposited into the tax collector's account and the appropriate disbursement of same shall be made as soon as possible thereafter. The Tax Collectors shall be permitted to deposit duplicate payments and overpayments in the tax collector's account for swift refunds to taxpayers and distribution to the School District.

Commencing with the 2014-2015 Tax Year for School Districts, tax collectors shall do remote deposit of checks received by tax collectors, but it is understood and agreed that the equipment software, etc. required to do so will be provided by the District at no cost to the tax collectors.

4. For cash payments received, tax collectors shall be required to issue a district approved triplicate cash receipt, which the District shall provide, noting date, name of the taxpayer, parcel number and amount of cash payment. One copy of this receipt must accompany

the appropriate monthly report to the District, another copy shall be given to the taxpayer upon payment and the final copy shall be retained by the tax collector for audit.

5. On or before the 10<sup>th</sup> day of each month, tax collectors shall provide reports of collections for the preceding month to the District as provided under the Local Tax Collection Law, on forms that comply with the requirements of the Local Tax Collection Law, and, to the greatest extent possible, shall cooperate with the District Business Manager to provide such report, as requested by the District.

6. It shall be the duty of each tax collector to calculate adjustments, refunds and credits and report said calculations to the District along with the monthly report referred to in paragraph 5 of this Resolution.

7. Remuneration for all required services shall be made to the tax collectors as follows:

<u>Year</u>	<u>Bill Collected or liened</u>
2014-2015	\$3.50
2015-2016	\$3.50
2016-2017	\$3.50
2017-2018	\$3.50

- a. Payment shall be made within twenty (20) days of receipt of the payroll voucher and an accurate tax collector's monthly report.
- b. Payment for taxes filed as liens with the County shall be made within three (3) weeks of verification that the liens have been filed with the county.

The District reserves the right to withhold all or any portion of remuneration due to each tax collector at any time when any of the above requirements are not met. If such a circumstance should arise, the funds will be released within twenty-one (21) days of the satisfactory completion of the task by the tax collector.

- c. The District shall pay each tax collector an advance payment, representing thirty (30%) percent of the total compensation due, as calculated based upon the original tax duplicate, within three (3) weeks of certification by the tax collectors that all bills had been prepared and mailed and receipt of the payroll voucher.

8. It shall be the duty of each tax collector to make every effort possible to assure the accuracy of each duplicate using the information at hand at the time of tax billing.

9. Reimbursement expenses shall be in accordance with the School Code and the Tax Collection Code. Receipts and/or documentation i.e.: contract will be required. All expenses must reflect current market conditions. Expenses beyond current market conditions will not be reimbursable. Expenses shall be reimbursed within twenty (20) days of submission of verification of the amounts claimed. The District shall work with the tax collectors to maintain a system which provides timely payments and every effort shall be made to simplify and streamline reimbursement of those expenses.

10. All requirements of the Tax Collection Law, the School Code and all other regulations regarding tax collection procedures, etc., not specifically mentioned in this resolution must be adhered to strictly by all tax collectors.

11. The School Board reserves the right to appoint a duly designated auditor to audit compliance with this resolution, the School Code and the Tax Collection Code using generally accepted auditing standards as deemed necessary under the circumstance. Tax collectors shall cooperate with the designated School District auditor in the performance of his/her duties.

12. The Board strongly encourages all tax collectors to appoint a deputy tax collector to cover the entire term of this resolution.

13. The intent of the resolution is to implement adequate controls over revenues and to establish appropriate procedures to assure the timely transmittal of cash receipts to the District.

14. If any sentence, clause, section or part of this Resolution is found, by a court of competent jurisdiction, for any reason, to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity shall not affect or impair any other remaining provisions, clauses, sentences, sections or parts of this Resolution. It is hereby declared the intent of the School District by its Board of School Directors that this Resolution would have been adopted even if such unconstitutionality, illegality or invalidity had not been included therein.

Attest:

CENTRAL BUCKS SCHOOL DISTRICT  
BOARD OF SCHOOL DIRECTORS

Sharon L. Reiner  
Sharon L. Reiner, Secretary

By: Stephen A. Corr  
Stephen A. Corr, President

**CENTRAL BUCKS SCHOOL DISTRICT**  
**Communications Committee Minutes**  
**February 6, 2013**

Committee Members Present

Kelly Unger, Chairperson  
Joe Jagelka, Member

Committee Members Absent

Paul Faulkner, Member  
Jerel Wohl, Member

Other Board Members and Administrators Present

Geri McMullin	Jeanann Kabley
Tyler Tomlinson	Jason Bucher
Dr. Rod Green	Kevin Shillingford
Dr. Nancy Silvious	

There were several community members present.

The communications committee meeting was called to order at 7:00 p.m. by Kelly Unger, Chairperson

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES

The Committee approved the December 5, 2012 minutes as presented.

DISCUSSION/INFORMATION/ACTION ITEMS

Dr. Green reviewed the Board Briefs concept. This is a one page brief synopsis of the happenings in the Board meeting and upcoming Board topics. Board Briefs will be posted on the School Board website the morning after Board meetings.

Dr. Silvious reviewed the CBTv program with the committee detailing current activities and future goals. We are planning to rollout school spotlights for each school with help from each school.

Dr. Green updated the committee on the website plans, training, and the upcoming responsive design which will give the website a mobile look for mobile devices.

The Executive Assistant for Community Relations position was discussed and several suggestions were made regarding public relations, press releases, and highlighting good things happening around the district.

ADJOURNMENT

The meeting was adjourned at 8:20 p.m. The next meeting is scheduled for March 6, 7:00 p.m., 20 Welden Drive.

Minutes submitted by Dr. Rod Green, Superintendent and Administrative Liaison to the Communications Committee.

**CENTRAL BUCKS SCHOOL DISTRICT**  
**Finance Committee Minutes**  
**January 22, 2013 (Second Meeting of the Month)**

Committee Members Present

Jerel Wohl , Chairperson  
Jim Duffy, Member  
Paul Faulkner, Member  
Tyler Tomlinson, Member  
Dave Matyas, Business Administrator  
Susan Vincent, Director of Finance

Other Board Members and Administrators Present

Steve Corr  
John Gamble  
Joe Jagelka  
Geri McMullin  
Kelly Unger  
Dr. Rod Green, Superintendent  
Scott Kennedy  
Ken Rodemer  
Jeff Garton, Solicitor

The Finance Committee meeting was called to order at 7:10 p.m. by Jerel Wohl, Chairperson

PUBLIC COMMENT

There was no public comment

APPROVAL OF MINUTES

The January 8, 2013 Finance Committee meeting minutes were accepted as presented.

INFORMATION/ DISCUSSION/ACTION ITEMS

**Tax Collector Compensation 2014-15 through 2017-18** – Administration provided a spreadsheet of several compensation scenarios for the committee to review. The scenarios used the current real estate tax collector rate of pay of \$3.50 per bill as the starting point and increased compensation by fixed dollar amounts over the 4 year term, as well as provided scenarios with percentage increases as an alternative.

Based upon research, the current payment of \$3.50 per real estate tax bill was higher than the school districts that surround CBSD with the exception of perhaps Pennridge. It has been reported in the newspaper that Pennridge may increase the pay rate for their tax collectors to \$4.00 per bill for 2014-15 with an inflation factor for each year thereafter.

Based upon the review of data presented, the committee directed the solicitor to prepare a resolution fixing the rate of pay at \$3.50 per bill for the four-year term of office.

ADJOURNMENT

The meeting adjourned at 7:20p.m. The next meeting will be held on February 12, 6:30 p.m., 16 Welden Drive.

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

**CENTRAL BUCKS SCHOOL DISTRICT**  
**Operations Committee Minutes**  
**January 22, 2013**

Committee Members Present

Tyler Tomlinson, Chairperson  
Geri McMullin, Member  
Joe Jagelka, Member  
Paul Faulkner, Member

Scott Kennedy, Director of Operations

Other Board Members and Administrators Present

Steve Corr                      Dave Matyas  
Jim Duffy                        Dale Scafuro  
John Gamble                    Sue Vincent  
Kelly Unger                     Ken Rodemer  
Jerel Wohl                      Jeff Garton

Dr. Rod Green

The meeting was called to order at 6:00 PM by Tyler Tomlinson, Chairperson

PUBLIC COMMENT

None

APPROVAL OF MINUTES

The November 27, 2012 Operations committee minutes were accepted as presented.

INFORMATION/DISCUSSION/ACTION ITEMS

Ken Rodemer distributed and reviewed the Operations Report. Ken reviewed the schematic drawings for the Unami MS classroom renovations and the parking lot site improvement at Pine Run ES. The Committee suggested that we set up a tour of the CB East renovations.

Scott Kennedy reviewed several purchasing recommendations including replacement cafeteria tables for Tohickon MS, replacement backhoe, and a new scissor lift. These items will be on the Board Agenda in February.

Scott Kennedy presented the history of the East Stadium Project from 1998 to present. Discussion focused on the next steps for consideration of the project. Consensus was that the project should have a public hearing at a special meeting. It was decided to put the project on the next Board agenda for discussion and consideration for a public hearing in the near future.

Scott Kennedy presented a review of the District's security initiatives including several measures that have been in place for several years and an update on new initiatives such as the buzz-in and quick alert systems installed in buildings. The Warrington township proposal regarding School Resource Officer was discussed and consensus was to proceed as presented which includes SRO at CB South and weekly visits to Tamanend, Butler, Mill Creek, and Titus. Administration will review and evaluate the implementation of the SRO.

ADJOURNMENT

The meeting was adjourned at 7:10 PM. The next meeting will be held on Thursday, February 26, 2013, 6:30 pm - 20 Welden Drive.

Minutes submitted by Scott Kennedy, Director of Operations and Administrative Liaison