

**CENTRAL BUCKS SCHOOL DISTRICT  
SCHOOL BOARD MEETING**

**March 10, 2015**

The Central Bucks Board of School Directors held its meeting on Tuesday, March 10, 2015 in the Board Room of the Educational Services Center with Vice President Tyler Tomlinson presiding. The meeting was called to order by Vice President Tomlinson at 7:31 p.m., followed by the Pledge of Allegiance.

**BOARD MEMBERS PRESENT**

Tyler Tomlinson – Vice President, James Duffy, John Gamble, Joseph Jagelka, Geryl McMullin, Jerel Wohl

**BOARD MEMBERS ABSENT**

Stephen Corr – President, Paul Faulkner, Kelly Unger

**ADMINISTRATORS PRESENT**

Dr. David Weitzel, Dr. Nancy Silvius, Dr. David Bolton, Andrea DiDio, Scott Kennedy, David Matyas, Dale Scafuro, Edward Sherretta

**ALSO PRESENT**

Jeffrey Garton – Solicitor, Sharon Reiner - School Board Secretary

**APPROVAL OF MINUTES**

Motion by Geryl McMullin, supported by John Gamble, to approve the minutes of the February 24, 2015 school board meeting.

Motion Approved 6-0.

**PUBLIC COMMENT**

Tom Manion, Jim Rendeiro, Rich Kreider, Lance Marston, and Brian King shared insight about Army 1<sup>st</sup> Lt. Colby Umbrell, and urged the Board to consider naming the CB East Stadium after Colby Umbrell. Wayne Montgomery discussed the CB West Football incident and his opinion that the facts about the coaches Code of Conduct were misrepresented.

Mr. Tomlinson thanked the speakers and stated that there will not be any action taken in March on the naming of the stadium due to school board members being absent.

**SUPERINTENDENT'S REPORT**

9<sup>th</sup> Grade Drug Awareness Program Development – Recognition

Certificates of Recognition were presented to Matt Weintraub (Bucks County District Attorney's office), Tim Carroll and Tim Perkins (county detectives), and Steve Doerner (NOVA), for their contribution to the development of the district 9<sup>th</sup> grade drug awareness program. Jeff Klein, a guidance counselor at Tamanend Middle School, who originally contacted Mr. Weintraub, was unable to be present.

*This Month in Central Bucks video*

Board members viewed a video clip entitled *This Month in Central Bucks*. This sixth in a series of videos highlighted the many activities across the district during the month of February 2015. Video clips about the district will be produced monthly. (The video can be found on the CBSD website School Board page under Video Presentations and can also be viewed on CBTv).

The Central Bucks School District Music Program video

Board members viewed a video that provided an overview of the general music, choral and instrumental programs within the district. It was noted that CB music students participate in over 300 public performances each year.

**SCHOOL BOARD REPORTS**

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

**ACCOUNTS PAYABLE CHECK DISBURSEMENTS**

Motion by Jerel Wohl, supported by Joseph Jagelka, to approve the February 27, 2015 General Fund check disbursements and the February 26, 2015 Capital Fund check disbursements.

Motion Approved 6-0.

**CONSTRUCTION CONTRACTS AND SERVICE AGREEMENTS**

Motion by Joseph Jagelka, supported by James Duffy, to approve a one year contract extension to CPower for Demand Response Services.

Motion Approved 6-0.

**SCHOOL BOARD POLICY FOR FIRST READ**

Motion by Joseph Jagelka, supported by John Gamble, to bring School Board Policy 616 – Payment of Bills off the table.

Motion Approved 6-0.

Motion by James Duffy, supported by John Gamble, to approve School Board Policy 616 – Payment of Bills.

Motion Approved 6-0.

**PERSONNEL ITEMS**

Motion by John Gamble, supported by Joseph Jagelka, to approve resignations, retirements, terminations, and unpaid leaves of absence; appointments, long-term per diem substitute teachers, classification changes, and community school staff.

RESIGNATIONS

Name: Kelcie Chrzanowski  
Position: Special Education teacher – Unami Middle School  
Effective: March 9, 2015

Name: Courtney Curtis  
Position: Special Education Assistant – Central Bucks High School – South  
Effective: January 27, 2015

Name: Linda Morgan  
Position: Office Clerk – Gayman Elementary School  
Effective: March 6, 2015

Name: Jayne Rogus  
Position: Personal Care Assistant – Central Bucks High School – South  
Effective: March 13, 2015

#### RETIREMENTS

Name: Regina Hickman  
Position: Mathematics teacher – Unami Middle School  
Effective: May 1, 2015

Name: Joseph Kokołowski  
Position: Custodian – Central Bucks High School – South  
Effective: March 31, 2015

#### TERMINATIONS

Name: Rachael Frazier  
Position: Personal Care Assistant – Holicong Middle School  
Effective: February 4, 2015

#### UNPAID LEAVES OF ABSENCE

Kathryn Deibert	Special Education teacher – Cold Spring Elementary School January 5, 2015 – April 6, 2015
Laura Halpin	Elementary teacher – Butler Elementary School May 11, 2015 – January 26, 2016
Jennifer Horan	Elementary School Counselor – Titus Elementary School March 2, 2015 – Intermittent
Amanda Lovell	Elementary teacher – Bridge Valley Elementary School May 13, 2015 – August 2015
Amanda Murzynski	Special Education teacher – Lenape Middle School February 17, 2015 – April 7, 2015
Shannon Scott	Special Education teacher – Warwick Elementary School April 24, 2015 – January 26, 2016
Roy Watson	Special Education teacher – Tohickon Middle School September 1, 2014 – August 2015 (Intermittent)

#### APPOINTMENTS

Name: Renee Bezpalko  
Position: (.4) Duty Assistant – Lenape Middle School  
\$12.14 per hour  
Effective: February 23, 2015

Name: Lillian Buckley  
Position: (.98) Office Clerk – Gayman Elementary  
\$12.14 per hour  
Effective: March 9, 2015

Name: Maria Costello  
Position: (.96) Personal Care Assistant – Groveland Elementary School  
\$12.14 per hour  
Effective: March 2, 2015

Name: Jayme Kilgore  
Position: (.98) Special Education Assistant – Warwick Elementary School  
\$13.87 per hour  
Effective: February 9, 2015

Name: Mitchell Killeen  
Position: (.54) Personal Care Assistant – Warwick Elementary School  
\$12.14 per hour  
Effective: February 12, 2015

Name: Dawn Sidorski  
Position: (.53) Duty Assistant – Butler Elementary School  
\$12.14 per hour  
Effective: March 3, 2015

#### LONG-TERM PER DIEM SUBSTITUTE TEACHERS

Name: Judith Filips  
Position: Special Education teacher – Lenape Middle School  
\$150.00  
Effective: February 23, 2015

Name: Christine Klingbeil  
Position: Elementary teacher – Pine Run Elementary School  
\$150.00  
Effective: February 23, 2015

Name: Lydia Myra  
Position: Elementary teacher – Doyle Elementary School  
\$150.00  
Effective: February 18, 2015

#### CLASSIFICATION CHANGES

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
Harry Avery	C-Mechanic Facilities \$27.48 Per Hour	(Temp) Class A Plumber Operations \$31.59 Per Hour	2/23/15

Doreen Erato Sharp	(Temp) General Secretary Educational Services Center No Change In Salary	(Perm) General Secretary Educational Services Center No Change In Salary	3/2/15
Sharon Wetzel	(.4) PEN teacher Bridge Valley \$20,359 Per Annum	(.6) PEN teacher Bridge Valley \$30,538 Per Annum	3/9/15

#### COMMUNITY SCHOOL STAFF

Kyle Wylie	Before/After School Program/Educational Assistant	\$13.87/hour
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Motion Approved 6-0.

#### **STUDENT ITEMS**

Motion by Jerel Wohl, supported by Joseph Jagelka, to approve the placement of a Foreign Exchange Student at Central Bucks High School – West for the 2015-2016 school year.

Motion Approved 6-0.

Motion by Jerel Wohl, supported by Joseph Jagelka, to approve the following student trips:

- CB South Boys Baseball Team to travel to Gretna Glen, Lebanon, PA on March 13-14, 2015
- CB South Titan Thespians to travel to New York on May 9, 2015
- CB East Scholar's Bowl Team to travel to Alexandria, VA on May 29-31, 2015

Motion Approved 6-0.

#### **MODIFICATION OF 2014-2015 SCHOOL CALENDAR**

Motion by Geryl McMullin, supported by Jerel Wohl, to approve the modifications to the 2014-2015 school calendar as a result of the inclement weather. The calendar is Attachment B.

##### April

- Spring recess is changed to April 3-6.
- April 2 remains a day off for Kindergarten (conferences), but has become a half day for grades 1-6 and a full day for secondary students.
- April 7 remains a day off for Kindergarten (conferences), but is now a full school day for grades 1-12.
- *Any student absence on April 2 or April 7 due to pre-planned vacation will be an excused absence.*
- The end of the marking period has shifted from April 10<sup>th</sup> to April 13<sup>th</sup>.

##### June

- The last day of school has moved from a half day on the 16<sup>th</sup> to a half day on the 18<sup>th</sup>.
- Graduation, which usually falls on the last day of school, will be finalized in early April.

Motion Approved 6-0.

There being no further business before the Board, motion by John Gamble, supported by James Duffy, to adjourn at 8:23 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Sharon L. Reiner". The signature is written in dark ink and is positioned below the phrase "Respectfully submitted,".

Sharon L. Reiner  
Board Secretary

CENTRAL BUCKS SCHOOL DISTRICT  
Curriculum Committee Notes  
February 11, 2015

MEMBERS PRESENT

John Gamble, Chairperson  
Kelly Unger, Member  
Jerel Wohl, Member

OTHER BOARD MEMBERS AND ADMINISTRATORS PRESENT

Steve Corr  
James Duffy  
Paul Faulkner  
Geri McMullin  
Dr. David Weitzel  
Dr. David Bolton  
Dr. Nancy Silvius

COMMITTEE MEMBERS ABSENT

None

PUBLIC COMMENT

Beth Darcy commented on the procedure for students who might opt-out of PSSA testing. Dr. Weitzel clarified that those students will go to another space in the building, such as the library. Mrs. Darcy also commented on building substitutes. Dr. Weitzel clarified that many options to increase the pool of substitutes were being investigated.

Sharon Collopy commented on committee meeting minutes now being called 'meeting notes'. Dr. Weitzel clarified that the term 'minutes' only applies to full school board meetings and those are approved. Committee meeting information is referred to as 'notes' because they do not include any action items and only serve as a written reminder of what was discussed. Committee meeting notes do not require approval but are provided as part of the full school board packet each month.

Dr. Weitzel also clarified the term 'pre-deliberation'. It indicates items that the committee is asked to provide input on before it is presented to the full board. To prevent inaccurate information from being disseminated, these 'pre-deliberation' items are only given to the board members present for the deliberation. All of these items are later presented to the public prior to any action being taken by the board. The most common examples of 'pre-deliberation' items are school board policies and courses of study. These items may be presented to the public if the items require school board approval.

PREVIOUS MEETING NOTES

There were no changes

INFORMATION/DISCUSSION

**Recommendation for Course of Study: Study Abroad France (pre-deliberation)**—Stacy Gray presented the course of study for the Study Abroad France elective course. Approved students will attend academic sessions in the morning while in France and then participate in related activities in the afternoon. There is a final project which involves an online portfolio and the completion of a pre and post online survey. The estimated cost of Study Abroad is approximately \$4189 and students will receive .25 elective credit for the completion of the course. Ms. Gray explained that there is an application process and that students must be enrolled in French class. Students will be selected for Study Abroad by grade order with rising seniors first, then rising juniors and finally rising sophomores. The travel portion to France is managed by EF Tours (Education First). They will book all necessary travel and accommodations. Travel is planned for July 25 to August 3, 2016. Students in the course will meet for four months prior to departure and will also present their final project in September 2016. Board members asked if the EF Tour director who accompanies CB students while in France will have necessary clearances. Ms. Gray confirmed that the person is employed by EF Tours, a company in the U.S., and they require the necessary employment credentials. A Board member also asked if there are arrangements to bring students home in the middle of the trip if any need arises. Ms. Gray explained emergency plans are available for different situations. Another related question regarded trip

cancellations due to world events. Dr. Silvius and Ms. Gray explained that if world events created a travel advisory to France, then EF would cancel the trip. It was mentioned by a Board member that trip insurance would cover other kinds of cancellations. This course was recommended by the committee for approval by the Board at a future meeting.

**PDE Requirements for PSSA/Keystone Exclusions**—Paul Beltz provided an NCLB and State testing update, specifically addressing its mandates for students who are not assessed. Parents may request to review the state test (PSSA or Keystone) to determine if the state test is in conflict with their religious beliefs. Parents must make an appointment to review the test in the school once the tests arrive at the school. Parent must sign a PDE Confidentiality. If parents believe that the test is in conflict with their religious belief, they must write a letter to the Superintendent stating the request for exclusion due to conflict with their religious beliefs. A Board member asked for clarification on how the test could be in conflict with religious beliefs.

If parents waives a child out of a Keystone exam, then the project-based assessment must be completed by the student. The project-based assessment will be completed during a course so the student must take the course. The project is estimated to take 14-20 hours to complete.

A Board member asked about provisions for special education students who do not pass the Keystone exam. Students may graduate based on successfully achieving IEP goals.

**Elementary Reading Instruction Using iPads**—Mr. Paul Beltz, district Reading Supervisor, presented on how iPads have been incorporated into Reading instruction in grades 1 and 2. The iPads are used during large group, small group, as well as independent practice. During independent practice, the iPads are utilized during every aspect of the Daily 5 Reading routine – reading to self, listening to reading, reading to others, word work, and working on writing. A video created by Ms. Jamie Lemon, a second grade teacher at Cold Spring, was used to demonstrate students using the iPads during each of these five areas.

Mr. Beltz commented that all classrooms, grades kindergarten through second, will have five student iPads by the end of March. Staff development for all teachers is scheduled for Friday, February 13. Dr. Weitzel commented on his recent visit to Pine Run where he observed the iPads in action. He was impressed by the level of engagement and meaningful assessments that were as a result of our talented teachers utilizing an effective technology tool.

**Additional Announcements**—Dr. Weitzel provided information on a recent meeting with Superintendent Student Advisory where he shared results of the PA Youth Survey. Students talked about the stress they feel coming from getting into “first tier” colleges and from themselves not feeling satisfied with their personal best rather than “the best”.

Dr. Weitzel also reported that Board meetings will be streamed live as well as podcasted.

#### ANNOUNCEMENTS

The next scheduled meeting is March 11, 2015.

#### ADJOURNMENT

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



**CENTRAL BUCKS SCHOOL DISTRICT**  
**Finance Committee Notes**  
**November 19, 2014**

Committee Members Present

Jerel Wohl, Chairperson

Joe Jagelka, Member

Tyler Tomlinson, Member

Dave Matyas, Business Administrator

Susan Vincent, Director of Finance

Committee Members Absent

Jim Duffy, Member

Other Board Members and Administrators Present

Steve Corr

Paul Faulkner

John Gamble

Dr. Dave Weitzel, Superintendent

Dr. David Bolton, Assistant Superintendent

Dr. Nancy Silvius, Assistant Superintendent

The Finance Committee meeting was called to order at 7:20 p.m. by Jerel Wohl, Chairperson

PUBLIC COMMENT

Four members of the public were present. One comment suggested the Board consider a community based audit committee to help advise the Board on financial matters.

APPROVAL OF MINUTES

The October 14, 2014 Finance Committee meeting minutes were accepted as presented.

INFORMATION/ DISCUSSION/ACTION ITEMS

**Budget Update** – Discussion started with information from The Circuit Riders that presented information at the Bucks County IU Board Meeting. The Circuit Riders are mainly retired superintendents from across the state who are providing information on the inadequacy of the state's current Basic Education Funding (BEF) subsidy. The state legislature is considering changes to the BEF to make it meaningful again. For many years, the BEF has been static with only minor additional revenues being driven out and hold harmless provisions which keep subsidies to districts the same even if student enrollment declines. Now that the state legislature revised the special education subsidy funding criteria last year, they are turning their focus to the BEF. The committee expressed an interest in having a Circuit Rider come to a school board meeting to discuss some of the funding changes recommended and how it might impact CBSD.

**2013-14 Budget**

Attention then turned to budget information. Administration reviewed the 2013-14 budget status now that the audit is nearly complete and the books are closed on the past fiscal year. 2013-14 was a positive financial year. Revenues exceeded budget by about \$11,040,000. Of that amount \$2,000,000 of current real estate tax revenues were written down to replenish a commercial property assessment appeal liability. The liability account was depleted with the latest rounds of payments back to property owners from real estate assessment appeals court cases. \$2,000,000 will help cover future commercial property assessment appeals with limited budget impact. Of the \$11,040,000 in revenues exceeding budget, about \$3.9M was from one-time sources of revenue.

\$2.4M in state reimbursement for principal and interest payments on debt was received as a result of prepayment of some of the district's debt. The state reimburses the district 5 to 6% of debt payments and the \$2.4M was the present value of what the state would have reimbursed the district in the future if it had not prepaid some debt. In addition the state reimbursed the district \$1.5M in excess of budgeted retirement revenues since the district had budgeted the 2013-14 employer contribution amount at Governor Corbet's recommended percentage of 14.7% and the legislature adopted the actuarial recommended rate of 16.9%. Given this, state revenues were higher for retirement reimbursement but expenses were also higher than budgeted. After factoring out one-time sources of revenue, 2013-14 revenues exceeded the budget amount by 2.5%. This is a positive sign that the local economy (real estate market and wage earnings) is starting to recover and is impacting the district budget in a positive way.

The expenses for 2013-14 also ended on a positive note as expenses were below budget by \$11.3M. This amount was transferred to the capital account reserve for future prepayment of debt. In addition the district transferred an additional \$10M for debt pre-payment due to actual revenues exceeding the budget revenues. This action brought the general fund balance into the 5 to 6% range at year end.

#### **2014-15 Budget**

Revenues for the current fiscal year are on track with the planned cash flow schedule. At this point in the year, it is anticipated that revenues will exceed the budget amount by \$3.5M. Revenues for the state Ready to Learn / Accountability Block Grant will need to be monitored to make sure we receive the extra \$1.1M that was placed into Governor Corbet's budget proposal. Currently the state is projecting a \$2B revenue deficit which could impact state subsidies. As of October 2014 expenses are expected to be under the budgeted amount by \$4.1M. As the district is self-funded for health care benefits, expenses will continue to present themselves through the early part of September 2015 for health care invoices applicable to the 2014-15 school year.

#### **2015-16 Budget**

The positive trends seen in fiscal year 2013-14 and so far in 2014-15 allow administration to be more aggressive in developing revenue projections for the 2015-16 budget year. However, Pennsylvania will have a new governor in January 2015 and state laws allow a new governor an extra month to prepare a budget. School districts probably will not have an indication as to the direction of state subsidies until March 2015 instead of the normal February time line. This will delay the district's ability to finalize the 2015-16 revenue budget.

The proposed preliminary budget is \$308,267,740. As an initial budget the amount of increase is purposely greater than the Act 1 base index which allows the district to qualify for Act 1 taxing exceptions if they are needed.

Q: Is it anticipated that the district will need to use Act 1 exceptions to balance the 2015-16 budget?

A: At this point in time, the district does not anticipate the need to use Act 1 exceptions unless state subsidies are reduced.

Most of the increase projected for 2015-16 is due to the 20% increase in the mandated state retirement contributions which are projected to increase by \$7.1M for 2015-16. To bring the 2015-16 expense budget in line with initial projections for revenues, \$10M was reduced from the transfer to debt service line item for future debt prepayment.

The committee discussed continued prepayment of debt in the future. It is anticipated that an additional \$65 in debt will need to be prepaid over the next few years to counteract the impact of growing mandated retirement expenses. The goal of debt prepayment is to reduce future principal and interest payments to the extent that they offset the projected increase in mandated state retirement expenses. The district currently has \$24.1M available in the debt prepayment account, \$10.8M as a scheduled transfer to the debt prepayment account during 2014-15 and \$11.8M available in the post-employment health care fund for a total of \$46.7M. These funds could be made available as soon as this spring to prepay some additional debt and help hold down future tax increases.

Q: If the district needs \$65M in debt prepayment to offset proposed pension increases in the future, should the district wait until it has accumulated the total \$65M before the next round of debt prepayment?

A: There are rumors coming out of Harrisburg that school districts with larger fund balances may not receive any basic education subsidy increase under a new formula. Although this is counter intuitive in an era when districts should be planning to minimize the budget impact of huge pension increases, some state legislators interpret larger fund balances as a clear sign that a district does not need additional subsidies. When in fact, districts with larger fund balances are trying to minimize the tax impact of pension system increases on their local communities.

If the district accomplishes its goal of counteracting pension increases with debt decreases, consideration to continue the debt prepayment plan may be needed to address rising health care costs in the future.

It was noted that real estate tax increases have been modest from 2011-12 through 2014-15 ranging from 0 to 1.66%. In the four years from 2007-08 through 2010-11 the increases were 3.47% to 4.37%.

The committee directed administration to prepare a presentation on the 2015-16 proposed preliminary budget and place it on the Board agenda for consideration.

#### **Copier Replacement –**

CBSD currently has a 48 month lease on a Savin fleet of copiers. The current lease expires at the end of July 2015. Keystone Digital Imaging is the current supplier of the Savin copiers and also maintains the fleet. The Savin copier fleet was installed as a result of a bid conducted three and a half years ago after specifying machine speed, location, and copy volume. The district is finding that the current copiers cannot stand up to the demands of our schools and KDI agrees that the solution is to replace the copiers.

In addition, the district has not been satisfied with the quality of maintenance services as machines are not as available for use as they have been under prior contractors.

When KDI submitted a proposal to replace the Savin copier fleet with Canon machines, the district also sought an alternate proposal from Canon Solutions America as they provided copier and maintenance services to the district in prior years with very good results.

Administration provided an analysis of cost differentials between the two companies. KDI's proposal was \$194,250 lower than Canon Solutions over a four year term. With service being an

issue over the past 3 1/2 years, the recommendation was to use Canon Solutions since the district has had success with their maintenance of the copier fleet in the past.

Rather than lease copiers for another four year term, there is an option to purchase the copier machines. The committee was not comfortable with an outright purchase, but felt that a purchase option after the initial first-year of a four-year lease might be something that should be considered and put into a future lease contract. The committee recommended that this item be placed on a future Board agenda for consideration.

#### **Policy 616**

Administration continues to work through issues on policy 616. The intent of the policy change is to have the Board approve payments prior to the checks being released to companies. During most months check approval is not an issue. But, in months where there may only be one school board meeting it could present a problem with making timely payments to companies. The intent is to continue to provide the board with detailed accounts payable information as checks are being processed.

In a month where there may only be one school board meeting, board members are asked to let administration know within five days if they have an issue with any of the pending payments. If no issues are raised within five days it will be assumed that checks can be sent out to companies to meet district obligations. The committee discussed various scenarios for payment of bills but agreed upon the draft language developed to date. A committee member requested administration look into other reporting formats where greater detail can be provided to show the proration of an expense between multiple cost centers.

#### **ADJOURNMENT**

The meeting adjourned at 8:40 p.m.

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

**CENTRAL BUCKS SCHOOL DISTRICT**  
**Finance Committee Notes**  
**February 18, 2015**

Committee Members Present

Jerel Wohl, Chairperson  
Paul Faulkner, Member

Other Board Members and Administrators Present

Jim Duffy  
Kelly Unger

Dave Matyas, Business Administrator  
Susan Vincent, Director of Finance

Dr. Dave Weitzel, Superintendent  
Dr. David Bolton, Assistant Superintendent  
Dr. Nancy Silvius, Assistant Superintendent

Committee Members Absent

Geri McMullin, Member

The Finance Committee meeting was called to order at 8:35 p.m. by Jerel Wohl, Chairperson

PUBLIC COMMENT

Two members of the public were present.

Review of Notes

The November 19, 2014 Finance Committee meeting notes were accepted as presented.

INFORMATION/ DISCUSSION/ACTION ITEMS

**Thompson Properties** – Administration reviewed an assessment appeal settlement with Thompson Car Dealership. The district would refund them about \$55,000 from past tax years, 2011-12 through 2014-15. The settlement would reduce their tax assessment moving forward which will cost the district about \$16,000 in lost real estate tax revenues each year at the current millage rate of 124.1 mills. The settlement agreement has been reviewed by the solicitor and the district's commercial appraiser. The Finance Committee recommended this item be placed on the Board agenda for consideration.

An update on the Regal Cinemas Assessment Appeal was also provided. The district is in the process of verifying their appraisal. If the district would accept their numbers, the district would owe Regal Cinemas approximately \$1.8M in overpaid taxes from 2002 through 2014. Future real estate taxes would be reduced by approximately \$150,000 per year. Regal Cinemas are currently paying about \$350,000 per year in real estate taxes.

- Q: Is the district using the solicitor and Liberty Valuations to develop another appraisal for the cinema property?
- A: Yes, with an assessment appeal of this size another appraisal is being conducted to verify the owner's figures.

**GPS Tracking on School Buses –**

The district currently has a GPS system on our buses that piggybacks onto the two-way radio system. It allows minimal tracking of maybe 2 or 3 buses at a time. When the district had a Homeland Security audit, this was a feature that they felt had usefulness for safety and to help law

enforcement in an emergency. The system that First Student uses is better. It can track every bus all of the time. The Zonar system that First Student uses is hardware installed on a bus that communicates the location of a bus in real time using the cellular network. This system works no matter where a bus travels for field trips or sport trips. The current two-way radio based system is limited to the signal area of our two-way radio antenna.

A really useful tool is to integrate CB and FS buses under one umbrella and follow every bus in real time. The Edutracker software would take the Zonar GPS data and integrates it into our existing bus routing software. The transportation department could see if a bus is following the assigned route or if the driver missed a turn. This is particularly helpful at the start of the school year when the drivers are least familiar with their routes and the dispatchers can help get them to the next stop.

With Zonar and Edutracker the district can see if a bus arrives at a stop on time, is speeding, or has left the depot late. All this allows us to better communicate with parents on the status of a bus. The initial cost of the system would be about \$71,000 for hardware and software, and the district would incur about \$83,000 per year in recurring expenses for Zonar cellular usage and software licensing.

Q: This system would track the route of all buses throughout the day and provide a turn-by-turn historical map of a school bus route?

A: Yes, this is an important feature to make sure drivers all following the established bus route for safety reasons.

Q: The system can follow a bus anywhere there is cellular service in real time?

A: Yes.

Q: How would the system provide better customer service to parents?

A: The existing routing software can draw a virtual fence around all bus depots to identify if a bus has left late. This would then create a warning message on a dispatcher's computer screen. The dispatcher would then send out a more timely text message to parents.

The committee directed administration to try to secure better pricing through First Student with their volume discounts as well as look for other pricing discounts through the district's current cellular account.

#### **Copier Replacement –**

At the November Finance Committee meeting administration discussed KDI's proposal for an early termination to the current four year lease on Savin copiers. KDI proposed replacing them early with a new four-year lease with Canon copiers. The district has 5.5 months remaining on the current copier lease. Administration also sought a proposal from Canon Solutions America as they had previously supplied copiers to the district with a very good record of service.

At the November Finance Committee meeting, administration reviewed the cost differentials between KDI and Canon Solutions America. KDI's proposal would cost about \$200,000 less over a 48 month lease than Canon Solutions America. Administration had concerns about historical

maintenance issues and availability of parts. Therefore, the recommendation was to use Canon Solutions even with the higher costs.

KDI responded with an improved proposal adding 15 used copiers at no additional charge and would also post a performance bond for the copier maintenance contract. The performance bond would allow the district to choose another company to maintain the copiers after the first 12 months of the new lease if the district was not happy with KDI's maintenance performance in the future. The performance bond would also cover any difference in cost between KDI's service and a new company up to \$86,000 for the remaining lease term.

The solicitor weighed in on the performance bond proposed by KDI. The performance bond would give the district more leverage with KDI but collecting on the performance bond's financial aspects could take constant documentation, allowances of time for KDI to take corrective action – with multiple iterations, and potentially require litigation to collect on the financial guarantee to cover any difference in costs with a new maintenance company.

Administration's recommendation is to continue with the current KDI copier lease until it terminates in July 2015. Administration also requested the ability to add up to 23 small copiers, if needed, to bridge the district over to a new copier lease if there are maintenance issues on the current fleet of copiers.

The cost to add a basic copier to a building between now and the end of July is about \$225 per month per copier for leasing and maintenance. (assume 20,000 copies made per month). The copiers would be sourced through Canon Solutions America using Co-Stars state cooperative purchasing contracts. The additional machines would only be used if the existing machines were unavailable due to maintenance issues.

The committee directed administration to place this item on the Board agenda for consideration.

#### Policy 616 -

Administration continues to work through computer report design issues on proposed check payment reports. A new report format has been developed by taking information for the financial accounting software and loading the data into a spreadsheet for improved formatting. The major provision in the policy change is to have the Board approve payments prior to the checks being released to companies.

During most months, check approval is not an issue. But, in months where there may only be one school board meeting it could present a problem with making timely payments to companies. The intent is to continue to provide the board with detailed accounts payable information as checks are being processed.

In a month where there may only be one school board meeting, board members are asked to let administration know within five days if they have an issue with any of the pending payments. If no issues are raised within five days it will be assumed that checks can be sent out to companies to meet district obligations. If the School Board would like further enhancements to expenditure reports, they can be made as the process is refined.

The committee directed administration to place this policy on the Board agenda for first read.

#### **Food Service -**

Administration has been working with Aramark to determine if the middle school cafeterias could be reconfigured into food court style serving areas (like the high schools) rather than traditional serving lines. The one consistent request received from middle school students is to serve them faster so they have more time with their friends. Unfortunately, architectural reviews show load-bearing wall issues making the cost of a reconfiguration prohibitive.

The district is looking at other ways to improve middle school serving speed by providing students with an alternative serving area along the cafeteria wall opposite of where the current serving lines are in each middle school. We will need to buy some refrigeration and warming equipment and coordinate with the facility department to bring in extra electricity, but it should be a more cost effective solution than our original thoughts. It should also provide middle school students more time to eat and socialize with their friends. The estimated cost of equipment is around \$22,000 per middle school plus the cost of adding electricity to the new equipment area.

As a part of the new Aramark contract, they agreed to invest about \$240,000 in the CB food service program over a five year period. The middle school projects can be paid for using Aramark funding leaving the \$800,000 food service capital fund intact. In addition, Aramark would like to install a Java City at the CB South concession stand across the hallway from the gym. It would be similar to the Java City currently at CB West. The estimated cost is in the \$60,000 - \$65,000 range and would be paid for by Aramark funding.

Q: Is Aramark in favor of making these changes?

A: Yes, the proposals will enhance food preparation efficiency, provide faster service, and provide a wider variety of food to middle school students.

The committee directed administration to bring these projects before the Board as they are ready to start.

#### **Scoreboards -**

Three companies have some interest in sponsoring a high school stadium scoreboard. Administration has had some discussions but can't get any firm commitments toward sponsorship. The committee gave guidance, such as checking with other districts to see the levels of financial commitment companies may be providing, and perhaps checking with competitors as to their interest in sponsorships.

The committee directed administration to provide a future update on sponsorship.



ADJOURNMENT

The meeting adjourned at 8:55 p.m.

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

CENTRAL BUCKS SCHOOL DISTRICT  
Human Resources Committee Notes  
February 11, 2015

MEMBERS PRESENT

James Duffy, Chairperson  
Geryl McMullin, Member  
Kelly Unger, Member

OTHER BOARD MEMBERS AND ADMINISTRATORS PRESENT

Steve Corr	Andrea L. DiDio	Dr. Nancy Silvious
Paul Faulkner	Dr. David Weitzel	
John Gamble	Dr. David Bolton	

COMMITTEE MEMBERS ABSENT

Tyler Tomlinson

PUBLIC COMMENT

Beth Darcy commented on the March 2014 meeting notes not including names of those making public comment and alleged that this is a violation of the Pennsylvania Sunshine Act.

PREVIOUS MEETING NOTES

There were no changes

INFORMATION/DISCUSSION

**Substitute Teacher Program**—Andrea DiDio has requested an exception from PSERS for retired teachers to substitute beyond the 90 day allotment without affecting their annuity for a one year period due to substitute teacher shortage. A board member asked when the guidelines changed for retired teachers not being able to sub more than 90 days. Ms. DiDio clarified that five to ten years ago, it began to be more heavily monitored by PSERS. If this exception is granted, it should help to increase the substitute pool in Central Bucks.

**Guest Teacher Program**—Andrea DiDio is also requesting an exception from PDE to offer a guest teacher course in Central Bucks. Presently only Intermediate Units are the approved providers of the guest teacher course which allows for emergency certification of type 06 day-to-day substitute teachers. A board member asked if the material used in CB would be the same as the Intermediate Unit and it would be the same. Another board member asked if the I.U. is no longer offering the guest teacher course. They are not at this time but they are in discussions to begin the program again. Board members commented that both the exception for retired teacher to sub more than 90 days and the guest teacher program in CB would help increase the number of substitutes so it is hoped both exceptions will be granted.

**3M Cogent Contract for Fingerprinting**—The district administration is requesting that the board consider approving a contract with 3M Cogent to purchase one mobile and one stationary fingerprinting machine to handle the new regulations of Act 153. The stationary machine would be located at 20 Welden at all times and would be available by appointment for any community member needing fingerprinting clearance. A board member asked if the mobile machine could be rented out to other districts and it could be as long as one of our trained staff members was operating the machine. Another board member asked for specifics on protecting the confidential information obtained through the fingerprinting. All prints are housed on 3M Cogent servers and prints transfer through the internet. Legally the district is only allowed to print results for those individuals we choose to employ.

ANNOUNCEMENTS

The next scheduled meeting is March 11, 2015

ADJOURNMENT

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

**CENTRAL BUCKS SCHOOL DISTRICT**  
**Operations Committee Meeting Notes**  
**November 19, 2014**

Committee Members Present

Joe Jagelka, Chair  
Tyler Tomlinson, Member  
Jim Duffy, Member  
Scott Kennedy, Director of Operations

Other Board Members and Administrators Present

John Gamble	Steve Corr
Paul Faulkner	Jerel Wohl
Dr. Dave Weitzel	Ken Rodemer
Dave Matyas	Nancy Silvius
David Bolton	

The meeting was called to order at 6:00 PM by Joe Jagelka

PUBLIC COMMENT

None

Review of Meeting Notes

The September 17, 2014 Operations Committee Meeting Notes were reviewed.

INFORMATION/DISCUSSION/ACTION ITEMS

Ken Rodemer distributed and reviewed the Operations Report detailing all of the projects that were completed over the summer.

The concept of adding new Band Towers at CB East was discussed. Scott Kennedy indicated that he would research the topic for the next meeting.

Scott Kennedy presented the JCI case study for our energy initiative. Baseline year was 2007. Project implementation occurred in 2008-2010. Savings/revenue to date have been in excess of \$12.4 million.

Scott Kennedy & Ken Rodemer reviewed the status of the following projects: Holicong MS Phase III, Unami MS Locker Rooms, and the Gayman ES Parent/Bus loop.

Scott Kennedy presented three new projects that have been added to the capital project list – Gayman Secure Entrance/Office, Flashing Lights @ Holicong MS & CB South, and Kitchen/Cafeteria Projects. The committee agreed with the Gayman Security Project. The committee decided that since transportation was provided for all local students, the flashing lights were not necessary.

Scott Kennedy reviewed the proposed agenda items for the December 1, 2014 Board Meeting. The items include: New salt storage cover at Operations, new security cameras and video storage equipment, a new tractor and rolling machine, and a contract to rebuild the chiller at Bridge Valley.

Scott Kennedy reviewed a request from A.H. Cornell to lease space at the Warwick bus facility. The committee agreed with the recommendation as long as the legal details could be worked.

Scott Kennedy gave an update on the recent online auction. He also raised the topic of auctioning off (3) large Toro mowers.

Due to the large number of capital projects scheduled for 2015, Scott Kennedy and Dr. Weitzel are recommending that we hire an engineering intern to assist our project managers next summer. The committee agreed with the recommendation.

Scott Kennedy and Dr. Weitzel discussed the possibility of hiring a new Communications Mechanic. The committee agreed with the recommendation.

#### ADJOURNMENT

The meeting was adjourned at 7:25 p.m. Notes prepared by Scott Kennedy, Director of Operations and Administrative Liaison

**CENTRAL BUCKS SCHOOL DISTRICT**  
**Operations Committee Meeting Notes**  
**February 18, 2015**

Committee Members Present

Joe Jagelka, Chair  
Tyler Tomlinson, Member  
Jim Duffy, Member  
Paul Faulkner, Member  
Scott Kennedy, Director of Operations

Other Board Members and Administrators Present

John Gamble                      Kelly Unger  
Jerel Wohl  
Dr. Dave Weitzel  
Dave Matyas                      Nancy Silvius  
David Bolton

The meeting was called to order at 6:00 PM by Joe Jagelka

PUBLIC COMMENT

There was significant public comment concerning the naming of the new CB East Stadium.

REVIEW OF MEETING NOTES

The November 19, 2014 Operations Committee Meeting Notes were reviewed.

INFORMATION/DISCUSSION/ACTION ITEMS

Scott Kennedy distributed and reviewed the Operations Report detailing all of the projects that were completed over the summer.

The Committee discussed the status of the CB East stadium project. The committee requested that sketches be prepared showing options for a memorial wall at all three stadiums.

Scott Kennedy reviewed the status of the following projects: Holicong MS Phase III, Unami MS Locker Rooms, and the Gayman ES Parent/Bus loop, Gayman Secure Entrance/Office.

Scott Kennedy reviewed the Capital Project list. Budget estimates were added to the spreadsheet along with the design professional and CBSD staff assignment.

Scott Kennedy presented an easement request from Chalfont Borough for a Greenway Path to be constructed behind Unami MS. The committee agreed with the request.

Lenape Valley basketball is requesting a fee reduction for their annual basketball tournament. The committee requested more information for the March meeting.

Bucks County World Language is requesting a fee waiver/reduction for the foreign language classes. The committee decided not to reduce the fees.

Scott Kennedy presented an addendum to the current Demand response contract. The addendum consists of a one year extension. The committee agreed.

Scott Kennedy presented information for the installation of a band tower at CB East. Discussion of the need, portable vs. permanent. The committee requested additional information for the March meeting.

#### ADJOURNMENT

The meeting was adjourned at 8:20 p.m. Notes prepared by Scott Kennedy, Director of Operations and Administrative Liaison



## 2014-2015 CENTRAL BUCKS SCHOOL DISTRICT CALENDAR

<p><b>August / September</b></p> <table> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr> <td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr> <td>31</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr> <td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr> <td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr> <td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr> <td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </table> <p>26-28 Professional Development 1 Labor Day - No School 2 First Day of School for ALL Students 25 Rosh Hashanah - No School</p> <p>Student days (20) - Teacher days (21)</p>	S	M	T	W	Th	F	S	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					<p><b>October</b></p> <table> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr> <td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr> <td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr> <td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr> <td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr> <td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table> <p>4 Yom Kippur 13-17 Celebrate Education Week</p> <p>Student days (25) - Teacher days (22)</p>	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		<p><b>November</b></p> <table> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr> <td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr> <td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr> <td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr> <td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr> <td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> <p>4 Early Dismissal - End of 1st Marking Period (45 days) 20-25 No Kindergarten - K Parent Conferences 24-26 No School - Professional Development/Parent Conferences 27-28 Thanksgiving Recess - No School</p> <p>Student days (13) - Teacher days (11)</p>	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						
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<p><b>June</b></p> <table> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr> <td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr> <td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr> <td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr> <td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr> <td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </table> <p>18 Early Dismissal - Tentative Last Day of School and End 4th Marking Pd. (47 days) 19, 22 Professional Development</p> <p>Student days (14) - Teacher days (16)</p>	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					<p><b>Key</b></p> <ul style="list-style-type: none"> <li>○ Holiday - No School for Students &amp; Staff</li> <li>△ No School - Professional Development</li> <li>◇ Early Dismissal, Grades K-6</li> <li>□ Early Dismissal, Grades K-12</li> <li>↓ End of Marking Period</li> <li>K No Kindergarten - K Parent Conferences</li> </ul> <p>NO Kindergarten on November 20-25 for Parent Conferences. NO PM Kindergarten on November 4, January 27, and March 28. NO AM Kindergarten on June 18 - PM Kindergarten attends in the morning.</p> <p>184 Student Days - 193 Scheduled Teacher Days</p>																																																																																																			
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