

**CENTENNIAL SCHOOL DISTRICT
Warminster, Pennsylvania**

**MINUTES OF WORK SESSION/REGULAR MEETING
HELD APRIL 23, 2008**

CALL TO ORDER/ROLL CALL

A Work Session/Regular meeting of the Centennial School Board was held on April 23, 2008, in the Administration Building. The meeting was called to order by Mr. Monaghan at 7:36 p.m. The following people registered their attendance:

Board Members:

Thomas Hezel
Betty Huf
Jane Schrader Lynch*
Mark Miller
Michael Monaghan
Cynthia Mueller
Dr. Andrew Pollock
Thomas Reinboth

Administration:

Sandy Homel
Susan Klyman
Victor Lasher
Dr. Michael Masko
Jean Rollo
Timothy Vail

* Mrs. Lynch arrived at 7:50 p.m.
[Mr. Simpson was absent from the meeting.]

Other Attendees:

Pearline Greene
Jim Rice
Marie Diehl
Karine Simpson
Wendy Derby
John Diehl
Cathy Janos
Stephanie Badulak
Alex Badulak
Julia Badulak

Lenore Seola
A. Badulak
Chris Sobel
Kathleen Waddington
Elizabeth Campbell
Gail Gismondi
John Stanfield
Alexandra Uehline
Al Catarro
Andrew Presner

PLEDGE OF ALLEGIANCE

Mr. Monaghan led the group in the Pledge of Allegiance.

ANNOUNCEMENTS

Mr. Monaghan announced that the Board had met in Executive Session prior to this meeting relative to legal matters.

Dr. Masko announced that it was Administrative Assistant's Day, or Secretary's Day. There are many talented secretaries throughout the District, who work hard to support the teachers and principals. He thanked all of them for their hard work.

Mrs. Mueller reminded everyone that the Warminster Symphony Orchestra and the Centennial Education Foundation was presenting *From Galway to Broadway* on May 17th. The fundraiser for the CEF is the 2008 Golf Classic on June 19th. She also thanked all the business partners for the breakfast they held and for supporting the mini-grants which allow so many great programs to happen for the students.

PRESENTATIONS

Recognition of PA Educators Technology Expo Pin Design Contest

Mrs. Homel introduced Alex Stein, the second-place winner of the contest. Alex spoke about the background of the contest and told about the design process of his pin. Everyone joined Mrs. Homel in congratulating Alex on his achievement.

Recognition of Teacher of the Year Semi-Finalists

Mrs. Homel introduced Stephanie Badulak, one of the semi-finalists for Teacher of the Year, and spoke about her background. She presented her with a bouquet of flowers.

Mrs. Homel then introduced Marie Diehl, also a semi-finalist for Teacher of the Year. She spoke about Marie's background and presented her with flowers.

Mrs. Homel wished both women well on behalf of everyone in the District.

Mrs. Lynch arrived at the meeting at 7:50 p.m.

GOOD NEWS

Dr. Masko presented the Good News Report (see attached.)

COMMUNITY COMMENTS

None.

COMMITTEE MINUTES

A motion was made by Mrs. Mueller and seconded by Dr. Pollock to resolve that the Centennial School Board accepts the Minutes of the

- *Education Committee – March 3, 2008*
- *Finance Committee – March 17, 2008*
- *Operations Committee – March 4, 2008*

The motion passed 7-0-1. (Mrs. Lynch abstained.)

OLD BUSINESS

None.

NEW BUSINESS

1. Preliminary Approval for WTHS Girls Volleyball Team Trip to East Stroudsburg University
2. Preliminary Approval for WTHS Boys Basketball Team Trip to Villanova
3. Approval of Memorandum of Understanding
11. Permission to Accept School Improvement Fund Grant
12. Permission to Apply for a Dual Enrollment Grant
13. Permission to Apply for Private Competitive Grant – Best Buy and Sprint Ahead
14. Permission to Apply for a Private Competitive Grant – McDonald's Go Active!
15. Approval of Release and Settlement Agreement for Student 2-13

A motion was made by Mrs. Huf and seconded by Dr. Pollock to resolve that the Centennial School Board:

- (1) *Grants preliminary approval for a trip by the William Tennent High School girls volleyball team to the high school team camp at East Stroudsburg University, July 25 – 27, 2008. There is no cost to the District.*
- (2) *Grants preliminary approval for a trip by the William Tennent High School boys basketball team to the basketball camp at Villanova, June 27-29, 2008. There is no cost to the District.*
- (3) *Approves the Memorandum of Understanding between the Centennial Education Association and the District regarding the 2007-08 school year.*
- (11) *Grants permission to accept an entitlement grant for the 2007-2008 school year – School Improvement Fund Grant in the amount of \$9,500.*
- (12) *Grants permission to apply for a competitive grant for the 2008-2009 school year – Dual Enrollment in the amount of \$9,716.*

- (13) *Grants permission to apply for private competitive grants for the 2007-2008 school year – Best Buy Teach Program Grant, William Tennent High School in the amount of \$2,000 and Sprint Ahead for Education Grant, Willow Dale Elementary School in the amount of \$4,813.*
- (14) *Grants permission to apply for a private competitive grant for the 2007-2008 school year – McDonald's Go Active! Academic Awards Grant, Willow Dale Elementary School in the amount of \$1,000.*
- (15) *Approves the Release and Settlement Agreement for Student 2-13 to attend Wyncote Academy for the final quarter of the 2007-2008 school year at the cost of \$5,000.00 (\$4,875.00 prorated tuition fee and \$125.00 prorated material fee) and to continue for the 2008-2009 school year (at a maximum increase of three and a half percent over the 2007-2008 tuition amount of \$20,200.00 plus a \$500 material fee). The District will provide transportation.*

The motion passed 8-0 as to all except #3; Item 3 passed 7-0-1 with Mr. Monaghan abstaining due to a possible conflict of interests. (See statement of Mr. Monaghan attached.)

4. Adopt Middle Bucks Institute of Technology 2008-2009 Budget

A motion was made by Mr. Reinboth and seconded by Mrs. Huf to resolve that the Centennial School Board adopts the proposed General Fund budget for the Middle Bucks Institute of Technology for fiscal year 2008-2009 in the amount of \$6,551,913. (Centennial's contribution is \$1,850,716) and the Lease Rental Debt budget in the amount of \$1,467,550 (Centennial's share is \$209,273). Total Centennial contribution for the year is \$2,059,989.

Mrs. Mueller stated that we have a lot of students with IEP's. Because of the high turnover at MBIT, it seems that maybe these students are not getting everything they need. She wondered what could be done about this.

Mrs. Huf asked what information would lead us to believe that our students are not being taken care of at MBIT.

Mrs. Homel explained that there have been many new faces in the past three years. When she tries to reach counselors, there is always a new name. There is a large turnover. Every time a counselor turns over, the history of the child is lost. That is a concern. Now we are looking at a new Director.

Mrs. Huf stated that this was the first time she had heard about any of this and that she would be making phone calls about this the next morning.

Mrs. Mueller indicated that she had just learned about this in the last two weeks. The people that these children have to interact with are not consistent from year-to-year. This puts the children in a difficult position.

Dr. Pollock asked if we know why this turnover is taking place. If this is a problem, he suggested that this item be tabled for now and that someone from MBIT come to a Finance meeting.

Mrs. Huf stated that she did not know if holding this up would do anything. She wished that this would have been brought up before if it was a problem.

Mr. Miller stated that he did not know how we attacked through the budget. He felt this should go through the Education Committee. He also felt that there seemed to be some autonomy issues with MBIT that he was not comfortable with. Mrs. Huf is very respected there and he trusted her to make some phone calls the next morning.

Mrs. Lynch felt that since this situation has come up, the awareness of it should have been presented to Mrs. Huf as soon as possible. Mrs. Lynch concurred that the budget be withheld but she knew at this point that it would not help. If this matter went to the Education Committee, she wanted all the information. She felt that they should have been aware of this before it came up at a Board meeting.

Mr. Miller stated that this was the fourth matter that he would be tracking with MBIT. He had some serious concerns with MBIT and how they are run.

Mrs. Huf felt that she should have been advised if there was a problem. Mrs. Lynch agreed that she and Mrs. Huf should have been made aware of this sooner.

Mr. Miller suggested that the administrations of the other sending schools be contacted to see if they are experiencing similar issues.

The motion passed 6-2. (Dr. Pollock and Mrs. Mueller opposed.)

5. Appoint District Depository

A motion was made by Mr. Reinboth and seconded by Mrs. Mueller to resolve that the Centennial School Board reappoints Commerce Bank as school district depository for a three year period commencing July 1, 2008 through June 30, 2011 per the terms and conditions of their proposal submitted March 18, 2008.

The motion passed 8-0.

6. Adopt 403(b) Plan Document

A motion was made by Mr. Reinboth and seconded by Mrs. Mueller to resolve that the Centennial School Board adopts the Centennial School District 403(b) Retirement

Savings Plan as required by U.S. Internal Revenue Regulations adopted July 26, 2007 per the terms and conditions of the resolution and documents attached hereto. Plan effective date is June 1, 2008. Adoption is contingent upon final review and approval by District solicitor Levin Legal Group.

The motion passed 8-0.

7. Award Secondary Yearbook Contract

A motion was made by Mr. Reinboth and seconded by Dr. Pollock to resolve that the Centennial School Board awards a yearbook publication contract to Jostens Publishers for the 2008-2009, 2009-2010, and 2010-2011 school years per the negotiated terms and conditions of the attached supplement. All yearbook fees will be paid directly to Jostens by the parents/guardians/students purchasing each yearbook.

Mr. Miller asked if any attempt was made to find any other yearbook publishers. Mr. Vail responded that we negotiated strictly with Jostens at this time.

Mr. Miller felt that Jostens has not been doing the job and that they have made serious errors in the past. Although the District does not put out any money, he felt we should look into other sources.

Mr. Vail stated that this was the first negative comment he had heard and indicated that they were finishing a three-year agreement.

After further discussion, Mr. Miller stated that he was blaming them in part for someone else's errors.

Mr. Vail indicated that currently Jostens has the Klinger account also.

The motion passed 7-0-1. (Mr. Miller abstained.)

8. Award School Photographer Contract

A motion was made by Mr. Reinboth and seconded by Mrs. Mueller to resolve that the Centennial School Board awards a three year contract to Barksdale School Portraits for the 2008-2009, 2009-2010, and 2010-2011 school years per the negotiated terms and conditions of the attached supplement. Fees approved are those outlined in the proposal under the "without commission" category. All photo fees will be paid directly to Barksdale by parents/guardians/students purchasing each photo package.

Mrs. Mueller stated that when this was discussed in Finance, she had questions with regard to the Senior pictures. She did not see the Senior pictures in here.

Mr. Vail explained that the Senior pictures have always been a separate contract. If the Board approves this contract, then we will bring Barksdale in to negotiate the Senior portraits. He felt that everyone would be pleased with them.

Dr. Pollock suggested that when you do Senior portraits, you might want to bring in someone from the Junior class to hear any of their concerns.

The motion passed 8-0.

9. Transportation Services and Use of Facilities Approvals – Warminster Parks and Recreation

A motion was made by Mr. Reinboth and seconded by Mrs. Huf to resolve that the Centennial School Board approves the use of District vehicles and transportation personnel by Warminster Township for the purposes of conducting their 2008 Summer Recreation Program from June 23 through August 8, 2008. All personnel and fuel costs will be paid directly by the Township per the terms and conditions of the attached correspondence. It is expressly understood that all use of District facilities requested by the Township for use to conduct this program are approved per the terms and conditions of CSD Policy 6.2 and that all insurance requirements and appropriate fees will be secured.

Mrs. Huf stated that the last time this was discussed there were questions that this had not come before the Board, but we didn't get any more information. She asked if we found out why it had not come before the Board.

Mr. Lasher stated that it has come before the Board. They have asked for a waiver almost every year for use of the swimming pool but not for the buses. There was not a waiver for use of the facilities because that is within the policy. He did not know why the request for the buses had not come forward before. He has been here for 31 years and it started before then.

Mrs. Huf stated that she did not have a problem with supporting this but she was surprised to see this request since it had never come before the Board before.

Mrs. Mueller questioned why the Board needed to approve Tot Time's use of the facilities but not this. Mr. Lasher supposed that it was because Tot Time was a company and this was a local governmental agency.

Mr. Vail stated that when the package was presented it seemed to make sense to bring the whole thing to the Board for approval. It is a multi-faceted use of our facilities and is a departure from the usual way we use our vehicles. For liability reasons, it seemed to need Board action.

The motion passed 8-0.

10. Approve 2008 Early Retirement Incentive Program

A motion was made by Mr. Reinboth and seconded by Mrs. Mueller to resolve that the Centennial School Board approves offering the Early Retirement Incentive Program per the terms and conditions of Policy 2.17 as amended February 26, 2008 and attached hereto as a supplement to this resolution. All eligible staff who submitted “Notice to Retire” within the deadline dates outlined therein shall be offered this incentive.

Mr. Reinboth stated that the projected savings of this program is \$1,332,000. This would also enable us to cover a projected budget shortfall of approximately \$450,000. This would net an approximate savings of \$882,000.

Mrs. Mueller pointed out that not all these people might have to be replaced so there could be additional savings.

The motion passed 8-0.

PERSONNEL

A motion was made by Mrs. Mueller and seconded by Mrs. Huf to resolve that the Centennial School Board approves all personnel recommendations, including: Resignations/Retirements/Leaves of Absence; Authorization to Employ; Change of Status; Per Diem Substitute Teachers; Homebound Tutors; Lead Teacher Centennial Academy Elementary Summer Academic Program; Centennial Academy Elementary Summer Academic Program; and Co-Curricular.

The motion passed 8-0.

POLICIES

Initial Distribution:

Mrs. Mueller mentioned the following policies for initial distribution:

- 2.1 – Employee Compensation
- 7.14 – Tutorial Services

Discussion:

2.22 – Evaluation and Rating of Administrators

Mrs. Homel stated that this policy had not been reviewed by the solicitor. The changes were mostly changing job titles and cleaning up what our practices have been.

Mrs. Mueller asked if it would be possible to add something to make sure that all the revisions that are being made are actually being done. Mrs. Homel suggested an end-of-

the year report that Dr. Masko would prepare which could include reference to this. Mrs. Mueller suggested a quarterly report.

Mr. Monaghan suggested that language be added to the cover page.

Mrs. Huf questioned the appraisal evaluation of administrators on page 5, which allowed for a rating of “19 or 20”, or “18 and below.” Mrs. Homel explained that 20 is acceptable; 19 needs work; anything lower indicates a serious problem and she would spend a lot of time working with that person. Mrs. Huf found the ratings to be too stringent.

3.8 – Exclusion

Mrs. Mueller indicated that this policy had been reviewed by the solicitor. Mrs. Homel stated that the policy had been cleaned up.

Dr. Pollock suggested a change to page 3 to reference a due process hearing.

5.14 – Volunteers

Mrs. Mueller indicated that she had been approached by librarians, teachers and principals, who wanted to know what impact this would have on some of the programs, such as Camp Canadensis, book fairs, multi-cultural days with parents and relatives attending, etc. The cost for the various clearances is \$60.

Mrs. Homel indicated that the cost is \$60 for the clearances plus a tuberculosis test. Clearances do not need to be renewed from year-to-year as long as they are doing something every year.

Mrs. Mueller felt that we can't be too careful who is with our children but she understands the concerns. There are many in the community would not be able to afford the \$60 to come in and do an activity. She felt we should take everything into consideration.

Mr. Miller asked if it would be possible to schedule two days per year with the county for them to do t.b. tests. Also we could accumulate the clearances and get discounts by submitting them in bulk, either annually or semi-annually.

Mr. Monaghan explained that we have indicated to our legislators that this is an undue hardship. We have not gotten any definitive answer. Also, the individuals would have to be active for 20 hours per year. It could become cumbersome to keep track of this.

Dr. Masko stated that he had spoken to some of the other superintendents and none of them were able to say that they were taking a hard line one way or the other. Many of them said they were wrestling with the same issues we are.

Dr. Pollock felt that we need legislative help with this matter.

Dr. Masko indicated that he would be meeting with Bernie O’Neill the following evening and he could discuss this matter with him.

Mrs. Rollo stated that this was not totally new. We have been requesting volunteers to provide clearances for a number of years. The FBI requirements are new. Many of our volunteers already have these clearances.

Mr. Reinboth stated he was concerned with adding chaperones to the list under Section III.A. because that might discourage parents from chaperoning and that will cause larger groups on trips that will be hard to keep track of.

Mrs. Homel stated that the solicitor advised on clearances for volunteers no matter how limited their involvement is. She suggested making III.A.6. state “overnight chaperone” until we can get legislative help.

Mrs. Lynch agreed that children should be protected but felt that this was too much and would be hurting people who wanted to help. She felt the policy was being made too restrictive and it would be making it too hard for people to volunteer.

Mrs. Homel felt clearances should be needed for overnight chaperones. Right now, III.A. 1-5 are adhering to the policy.

Mrs. Mueller questioned the meaning of #2 “assisting in supervising students.” Dr. Pollock stated that did not mean chaperoning.

Dr. Pollock pointed out that there would be a problem with trips having to be canceled because there are not enough chaperones. These clearances take time to get. He felt chaperones should be left out for now until this could be worked out.

Mr. Reinboth noted that a t.b. test takes two visits between 48 and 72 hours apart.

It was decided that chaperones would be deleted for now and that this policy would go back to Administration.

7.16 – Elementary Class Size

Mrs. Mueller stated that this policy had not been reviewed by the solicitor.

Mrs. Homel felt that the term “Full Day Kindergarten” should be changed to “Transitional Kindergarten” so that it is not misleading. There was agreement on this.

Dr. Pollock stated that he felt we need full day kindergarten for every kindergarten student. He would like to see something from Administration showing what it would take to do this. He felt we are doing a disservice by not having this.

Mrs. Lynch stated that she has wanted full day kindergarten for years.

2.7 – Outstanding Achievement Awards

Mrs. Mueller indicated that this policy had not been reviewed by the solicitor.

Mrs. Homel stated that the language of the policy had been cleaned up and that the only real change was to Section II.C.1. They felt that ten signatures should be needed, including the Supervisor of the nominee.

OTHER DISCUSSION ITEMS

Dr. Pollock stated that several Board meetings ago he brought up the fact that we should have outstanding alumni awards in areas other than sports. He had given information to Dr. Masko. He asked what was happening regarding this matter.

Dr. Masko explained that he brought this suggestion to the Alumni Association at their last meeting and the idea was well received. It will be considered on an upcoming agenda and they will come up with guidelines, etc.

Mr. Reinboth indicated that there would be a Finance meeting on May 1st at 6:30, at which they would be reviewing several items, including the budget.

Mrs. Lynch requested that some of the Finance meetings not be on Thursdays because she could not attend on Thursdays. Mrs. Mueller pointed out that they are normally on Mondays.

Mrs. Mueller spoke about the flyer the Board members had received regarding “In the Spirit of Love and Kindness, Friends and Neighbors” and questioned where in the Program of Studies this transitional skills program would fall and how a student would get it.

Dr. Masko stated that this was similar to our Life Skills program with Anne’s Choice. He didn’t think that was in the Program of Studies; he would have to research it. It is something that is open to all students.

Mr. Miller stated that, in keeping with Dr. Pollock’s comments earlier about the yearbook procedure, he felt students should also be involved in the selection of providers for other things, such as rings, etc.

Dr. Masko indicated that there was a time in the past when students and even parents were involved and it worked very well. He felt we should go back to that.

REPORTS

Mrs. Mueller announced that there would be an Operations meeting on April 29th.

COMMUNICATIONS

Mr. Monaghan reported that Mr. Lasher had added some progress photos to the stadium project. The turf has been mostly completed, although it is not shown in the photos.

Mrs. Mueller stated that our turf does not have lead in it. There was an article in the newspaper about turf with lead somewhere in New Jersey.

ADJOURNMENT

A motion was made by Dr. Pollock and seconded by Mr. Miller to adjourn the meeting. The motion passed 8-0. The meeting was adjourned at 10:06 p.m.

Respectfully submitted,

Vickie A. Detwiler
Board Secretary