

**DOWNINGTOWN AREA BOARD OF EDUCATION**  
**Administrative Office James E. Watson Staff Development Room**  
**Monday, April 10, 2017**  
**7:00 p.m.**

**VISION DIRECTED AGENDA**

**VISION PLANK: Improve Student Achievement**

**VISION PLANK: Improve Professional Development**

**VISION PLANK: Improve Technology**

**VISION PLANK: Improve Communication**

**VISION PLANK: Improve Fiscal Responsibility & Create Development Opportunities**

**VISION PLANK: Analyze Demographics & Seek to Understand Diversity**

- A. CALL TO ORDER**
- B. PLEDGE OF ALLEGIANCE**
- C. ROLL CALL**
- D. PUBLIC INPUT ON ACTION ITEMS** – (Public comment shall be limited to 5 minutes duration per Board Policy #903-Public Participation in Board Meetings.)
- E. SUPERINTENDENT’S REPORT**

- 1. Applause!! Applause!!
  - a. Congratulations to Doug Zapf, a junior at DHS West, on his success in the PIAA State Wrestling Championship! Doug took home first place in the state in the 106-pound category in this competitive meet.
  - b. Thank you to all the student artists who have shared their work with us this evening. This artwork will be on display here in the Central Office staff development room for the next two years for our community to enjoy. We also than Art Curriculum Leader Karen Guidas for her work in getting the artwork selected, framed and placed in this room.

TJ Wickersham, DHS West	Kaylin Siena, DHS East	Samantha Fong, SC
Claire Bullotta, PV	Mariella Vaccaro, BW	Olivia Shaheen, MC
Jenna Porter, LMS	Ellie Reese, UH	Ria Rege, DMS
Belle Zou, MC	Lincoln Morrison, LE	Lana Larkin, BH
Lily Wells, EW	Paxton Shirer, UH	Julian Latzer, WB
Sophia Perricone, WB	Alexa Ortner, LMS	Daria Rose Olbrich, LMS
Sylvia Brofka-Berends, MC	Dylan Miller, PV	Michael Devenny, SC
Grant Wisler, EW	Jessica Baumeister, LE	Maggie Jacoby, MC
Ashley Finkbiner, BC	Elizabeth Lu, LMS	Jocelyn Letscher, BW
Lucy Udell, STEM	Dana Hallahan, DHS West	Emily Kleaver, DHS West
Logan Mossrop, DMS	Gabriella Kobell, MC	Kathryn Scheerer, DHS East
Ripley Helm, DHS East	Anthony Proud, BH	Nevena Radosavljevic, STEM
Marley Shelton, SM	Chanel Estemera, DHS East	Megan Johnson, DHS West

c.      Downingtown Community Education Foundation Update

**F.      REPORTS**

- |                            |   |
|----------------------------|---|
| 1. Student Representatives | Alison Pond<br>Rhea Jain<br>Olivia Hunt |
| 2. Student Life Report     | Colleen Cranney                         |
| 3. DARC                    | Colleen Cranney                         |
| 4. Governance Report       | David Kring                             |
| 5. Education Foundation    | Suzanne Simonelli                       |
| 6. Policy Report           | Barbara Albright                        |

The next Policy Report is scheduled at the Committee of the Whole meeting starting at 6:30 p.m. on May 3, 2017 in the James E. Watson Staff Development Room of the Administrative Office.

- |                           |                |
|---------------------------|----------------|
| 7. Communities That Care  | Jane Bertone   |
| 8. Wellness Committee     | Jane Bertone   |
| 9. Intermediate Unit      | Robert Yorczyk |
| 10. Legislative Committee | Robert Yorczyk |

**G.      OLD BUSINESS**

**H.      CONSENT AGENDA**

1. Approval of Minutes
  - a.      Board Meeting – March 8, 2017
2. Approval of Disbursements
3. Approval of Financial Reports
  - a.      Treasurers Reports
  - b.      Tax Reports
  - c.      Budget Reports
  - d.      Activity Reports
  - e.      Investment Accounts
  - f.      Athletic Funds
4. Personnel
  - a.      Approval of the Personnel items
  - b.      Approval of summer pay rates for 2017 ESY program:
    - ESY Aides \$15/hour
    - ESY Nurse \$30/hour
  - c.      Summer Program 2017 pay rates for non-educational positions:
    - Clerical/Technical - \$10-\$12/hour
    - Custodial - \$10-\$11/hour
    - Grounds/Maintenance - \$11-\$12/hour
5. Curriculum

- a. Approval of (8) Phosphate Kits and (8) Nitrate Nitrogen Tablet Kits for Marsh Creek  
Total Cost - \$1,246.35  
Funding Source: Curriculum General
- b. Approval for (3) Mobile Micro-Charge Stations for DW and DE  
Total Cost - \$3,588.76  
Funding Source: Curriculum General
- c. Approval for renovation and repair of (18) Microscopes at DE  
Estimated Total Cost - \$1,500.00  
Funding Source: Curriculum General
- d. Approval of (30) *IB Environment Systems & Societies: IB Diploma Program* for STEM  
Total Cost - \$2,193.02  
Funding Source: Curriculum Textbooks
- e. Approval of (30) *IB Sports, Exercise and Health Science* Print and Online Course Book pack for STEM  
Total Cost - \$2,010.00 plus shipping  
Funding Source: Curriculum Textbooks
- f. Approval of (30) *Natural Hazards Earth's Processes*  
Total Cost - \$3,528.00  
Funding Source: Curriculum Textbooks
- g. Approval for PLTW training this summer for Dan Hart (DW)  
Total Cost - \$4,900 plus travel  
Funding Source: Curriculum PD
- h. Approval of Reading Wonders English Learners Newcomer materials  
Total Cost - \$3,502.86  
Funding Source: Curriculum Textbooks
- i. Approval of Library Database Changes and Additions  
Total Cost - \$2,896.60  
Funding Source: Curriculum General
- j. Approval for MakerSpace supplies in (16) schools  
Total Cost -\$2,348.95  
Funding Source: Curriculum General
- k. Approval for curriculum writing for Grade 9 Fitness and Wellness on 6/13/17-6/15/17 for three teachers.  
Total Cost – NTE \$2,376.00  
Funding Source: Curriculum Salary
- l. Approval to purchase (55) AP World books and licenses for DW @ \$139.39 each.  
Total Cost - \$7,666.45  
Funding Source: Curriculum Textbooks
- m. Approval to organize a Math resource selection committee (6) teachers from (3) high schools for (6) hours.  
Total cost - \$3,240.00  
Funding Source: Curriculum Salary
- n. Approval for Math curriculum writing for two courses for (2) teachers (48 hours) for Advanced Topics 1 & 2 and Further Math HL Year 1 & 2  
Total Cost - \$1,584.00  
Funding Source: Curriculum Salary

- o. Approval for the disposal or sale of (131) Holt Music textbooks from BH and (153) Holt Music books, other Holt manuals, binders, packets, records, charts, World of Music books and manuals, (2) guitars from UH, and washer and dryer from LMS.
- p. Approval of the disposal of Tech Design Wind Tunnel, Plate Maker and chemical supplies at DW
- q. Request approval of FlinnPrep for AP Chemistry (DE and DW) - \$22.95 per student  
Total cost - \$1,802.00  
Funding Source: Curriculum Tech Supplies or Fees
- r. Approval of the following one time Field Trips
  1. DHSE 11 AP U.S. History to Capitol Building, and other DC sites, Washington, DC on May 24, 2017.
  2. DHSW 11 U.S. History to Capitol Building, and other DC sites, Washington, DC on May 30, 2017.
  3. LMS/DMS Challenge Club to Chester County Knowledge Bowl Competition, Downingtown, PA on May 9, 2017.
  4. STEM/DHSW/DHSE DECA to National Competition/International Career Development Conference, Anaheim, CA on April 25-30, 2017.
  5. STEM/DHSW/DHSE FBLA to National FBLA Competition/Leadership Conference, Anaheim, CA on June 27-July 3, 2017.
  6. STEM FBLA to State FBLA Competition/Leadership Conference, Hershey, PA on April 2-5, 2017.
  7. BH 2 to Franklin Mint Federal Credit Union, Broomall, PA on March 29 & 30, 2017.
  8. DWHS 9-12 Business & Computer Science to Technology and Society Global Leadership Summit, London/Paris/Berlin on July 5-16, 2018.
  9. DHSW Latin JCL to PA Junior Classical League (JCL) Convention, State College, PA on May 19-21, 2017.
  10. STEM TSA to National Technology Student Association (TSA) Conference, Orlando, FL on June 21-25, 2017.
  11. STEM TSA to State Technology Student Association (TSA) Conference, Seven Springs, PA on April 19-22, 2017.

## 6. Policy

- a. Approval of the following policies
  1. AG Administrative Guidelines for 810: Student Transportation
  2. AG Administrative Guidelines for 004: Oath Certificate
  3. 916 School Volunteers
  4. AG Administrative Guidelines for 606.1 Tax Rebate Program Volunteer Program
  5. AG Administrative Guidelines for 322: Gifts

## 7. Finance

- a. Approval of an updated agreement with General Healthcare Resources to provide substitute nursing and personal Care Assistance (PCA) services as requested by the District at a cost of \$52.00 per hour for an

RN, \$40.00 per hour for an LPN and \$21.00 per hour for a PCA. This is a fee for service agreement; there is no immediate cost to the District.

- b. Approval for guest speakers, Steve Johnson and Jacy Good, to provide Hang up and Drive presentations on May 31, 2017 for DHS East, DHS West and STEM students on the dangers of distracted driving at a cost of \$3,000; requested by the Wellness Committee
- c. Approval to authorize the exoneration of uncollectable taxes on the below parcels. They are both mobile homes that have been removed.
  - i. 40-02-0002.400T – 2013 – \$269.75
  - ii. 40-02-0002.400T – 2014 – \$895.97
  - iii. 40-02-0027.016T – 2016 - \$194.00
- d. Approval of First Priority Bank as an additional depository for District funds.
- e. Approval of the following Budget or Fund Transfers:

<u>Transfer From Account #</u>	<u>From Account Name</u>	<u>Transfer To Account #</u>	<u>To Account Name</u>	<u>Amount</u>
5400-610	DMS Reg Ed General – General Supplies	19124154S-610	Learning Support DMS – General Supplies	\$1,000
To cover building level Special Education cost at DMS				
2805-642	UH Language Arts – Workbooks	225028-641	UH Library - Textbooks	\$1,000
To purchase additional library books.				
226088-758	Cyber Coordinator – New Equip Tech	CCYB-324	Prof Dev – Confer Cyber – Conferences Prof Development	\$4,000
To cover the following conferences, Harvard Business School, Bridges Conference, and Model Schools Conference.				
212082-610	Guidance – General Supplies	8200-610	DWHS Reg Ed General – General Supplies	\$5,702.15
225082-641	DWHS Library – Textbooks			
225082-650	DWHS Library – Tech Supplies and Fees			
225082-610	DWHS Library – General Supplies			
CFCNDW-582	DWHS Cert Staff Dev – Conferences PD			
CFCNDW-324	DWHS Cert Staff Dev – Conferences Travel			
To purchase building level curriculum materials (ex. Art supplies, classroom furniture, PE equipment, etc.)				
CFCNDWA-324	DWH Noncert Inst PD – Conferences PD	238082-610	Principal DWHS – General Supplies	\$5,495.79
CFPRDW-324	Staff Dev DWHS Principal – Conferences PD			
CFPRDW-582	Staff Dev DWHS Principal – Conferences Travel			
321082S-635	DWHS Activities – Meals/Refreshment			
To purchase building courtyard pergola and benches.				
CFCNDWA-582	DWH Noncert Inst PD – Conferences Travel	238082-581	Principal DWHS – Mileage/Travel	\$200
To cover principal travel expenses. (ex. prom, athletic event, etc.)				

## 8. Technology

- a. Request approval to sell, and if there is no value to dispose of, the following model of items: General supplies for disposed hardware
9. Administrative
- a. Approval of the discipline of two elementary school students and one high school student. The specific terms of the discipline shall be controlled by a written adjudication, incorporated herein by reference.

**I. ACTION AGENDA**

**Personnel Report** – Jane Bertone

The committee has reviewed and recommends Board approval of the following items by roll call vote:

- 1. Recommend the motion to elect Emilie M. Lonardi, Ph.D. to serve in the capacity as District Superintendent for the time period of July 1, 2017 through June 30, 2022 and to approve her agreement to act in that capacity over the same time period.

The next Personnel Report is scheduled at the Committee of the Whole meeting starting at 6:30 p.m. on May 3, 2017 at the Administrative Office.

**Administrative Action**

- 1. Request approval for the District to become a fiscal sponsor to Downingtown Communities That Care (CTC).
- 2. Request acceptance of the resignation of Mr. Robert Yorczyk from the Downingtown Area Board of School Directors effective April 24, 2017.

**Curriculum Report** – Suzanne Simonelli

The committee has reviewed and recommends Board approval of the following items:

- 1. Request approval of (84) Microscopes  
Total Cost - \$18,120.48  
Funding Source: Curriculum General
- 2. Request approval for purchase of (3) Ilumina Digital Presses and supportive computers for (3) high schools  
Total Cost – NTE \$84,000.00  
Funding Source: Curriculum Capital
- 3. Request approval to purchase Elementary Resources:  
“Getting to Know” Artist Series text sets (\$2,650.00), “A Personal Journey” (\$4,721.85), Slab Rollers (\$9,000.00), and Document Cameras (\$8,800.00)  
Total Cost - \$25,171.85  
Funding Source: Curriculum Textbooks and Curriculum General

4. Request approval of Health & Phys Ed tumbling and dismount mats, storage rack, and scooters for BW, EW, UH, BC, PV, LE, WB  
Total Cost - \$10,846.64  
Funding Source: Curriculum General
5. Request to purchase musical instruments for elementary and middle schools  
Total Cost - \$13,899.29  
Funding Source: Curriculum General

The next Curriculum Committee Meeting is scheduled for 1:30 p.m. on May 2, 2017 in the James E. Watson Staff Development Room of the Administrative Office.

**Finance Report** – Carl Croft

The committee has reviewed and recommends Board approval of the following items by roll call vote:

1. Request approval of the 2017-2018 Chester County Intermediate Unit Occupational Education Budget in the amount of \$28,039,563. Downingtown's projected contribution to this budget is \$2,642,768 based on a three year average of 129.8 students. The 2016-2017 contribution was \$2,635,656.
2. Request approval of the 2017-2018 Chester County Intermediate Unit Core Services Budget in the amount of \$25,768,573. Downingtown's projected contribution to this budget is \$92,219.
3. Request approval of the resolution adopting the District's 2017-2018 Proposed final budget in the amount of \$216,770,000 with a 0% tax increase. Final budget adoption to be made at the May Board meeting.
4. Request approval of the 2017-2018 Capital Budget in the amount of \$10,823,887. 2016-2017 unspent capital funds of \$2,008,915 will be used to fund a portion of the 2017-2018 Capital Budget.
5. Request approval of the 2018-2019 through 2021-2022 Capital Budgets guideline of \$9,000,000/yr.
6. Approval of an agreement between the Downingtown Area School District and Austill's Rehabilitation Services Inc. from July 1, 2017 through June 20, 2020 to provide Occupational Therapy and Physical Therapy services. Not discussed at the Committee of the Whole Meeting.

The next Finance Report is scheduled at the Committee of the Whole meeting starting at 6:30 p.m. on May 3, 2017 in the James E. Watson Staff Development Room of the Administrative Office.

**Facilities Report** – Ted Rauth

The Committee has reviewed and recommends Board approval of the following items by roll call vote:

1. Request approval of the high school auditorium renovations in the not to exceed amount of \$1,485,000. (2017-2018 Capital Budget)
  - a. DHSE - \$520,000.00
  - b. DHSW - \$520,000.00
  - c. STEM - \$445,000.00
  
2. DMS Roof Restoration  
Board approval is requested to award the restoration of the roof at Downingtown Middle School to the lowest responsible bidder, Detwiler Roofing, located in New Holland, PA in the NTE amount of \$693,000. Bids were be opened on April 3, 2017. (17-18 Capital Project List)
  
3. DEHS Hot Water Heat Pump Replacements  
Board approval is requested to award the replacement of hot water heat pumps at Downingtown East High School to the lowest responsible bidder, 3 B Services, located in Reading, PA in the NTE amount of \$67,435. Bids were be opened on April 3, 2017. (17-18 Capital Project List)
  
4. DEHS New Wood Gym Floor  
Board approval is requested to award the installation of a new wood gym floor and five alternates for associated work in the gym at Downingtown East High School to the lowest responsible bidder, Northeastern Flooring, West Berlin, NJ in the NTE amount of \$573,183. Base bid = \$415,974. Alternates total \$157,209 and include repairing and refurbishing bleacher seats; replacing double mast existing back-stops with single mast; provide hand rails at bleachers, wrestling mat storage, and key switches for back stops and curtain. Bids were opened on March 27. (17-18 Capital Project List)
  
5. New Pick-Up Truck  
Board approval is requested to approve a purchase order in the amount of \$43,963.32 to Bayshore Ford Truck Sales, COSTARS #025-145, for a new pick-up truck with plow to replace vehicle #202. Bayshore offered the best price of multiple COSTARS dealers.
  
6. Board approval is requested for the issuance of a PO to Michael Johnson Architect in the lump sum amount of \$19,700 for professional services to create the specifications and design documents for the restoration of the roof at Downingtown Middle School. (Capital Project List '17-'18)
  
7. Board approval is requested for issuance of a PO to GKO Architects, LLC, in the lump sum amount of \$74,500 for professional architectural and engineering services to create the specifications and design documents for the renovations and seating modification and repair/replacement to the DWHS, DEHS and STEM auditoriums.

The next Facilities Report is scheduled at the Committee of the Whole meeting starting at 6:30 p.m. on May 3, 2017 in the James E. Watson Staff Development Room of the Administrative Office.

**Technology Report** – Jaime Mehler



The Committee has reviewed and recommends Board approval of the following items by roll call vote:

1. Request approval to purchase Cisco Catalyst 3850 12 Port 10G Fiber Switch with IP Services in an amount not to exceed \$8,438.41.
  - a. Funding Source: Capital: Technology Infrastructure
  - b. Budget Year: 2016-17
  - c. Budgeted Amount: \$125,000
  - d. Purchased to Date: \$55,536
2. Request approval to purchase Barracuda Email Security Gateway 600VX with Extended Malware Protection in an amount not to exceed \$17,800.
  - a. Funding Source: Capital: Technology Infrastructure
  - b. Budget Year: 2016-17
  - c. Budgeted Amount: \$22,400

The following was not discussed in committee:

3. Request approval to sell the following models of 1:1 student devices to students as per the schedule below. This is in accordance of the 2016/17 Technology Fee Agreement.
  - a. High School Device (Seniors): White MacBook - \$5.00
  - b. Middle Level Device (8<sup>th</sup> Graders): iPad 16GB - \$7.00

The next Technology Report is scheduled at the Committee of the Whole meeting starting at 6:30 p.m. on May 3, 2017 in the James E. Watson Staff Development Room of the Administrative Office.

**J. ANY OTHER ITEMS THAT REQUIRE THE ATTENTION OF THE BOARD**

**K. VISITORS** – (Public comment shall be limited to 5 minutes duration per Board Policy #903-Public Participation in Board Meetings.)

**L. INFORMATION**

1. The following policies are submitted for public review and scheduled for approval on May 10, 2017:
  - a. AG Administrative Guidelines for 800: Records Retention Schedule
  - b. AG Administrative Guidelines for 351: Drug-free Workplace Notification
2. Hand carried listing of attendance at overnight professional conferences.
3. School Board Meetings  
In accordance with Act 93 of 1998 (Sunshine Law), the Board of School Directors met on the following dates in executive session to discuss items in one or more of the

following areas: personnel, litigation, legal matters, confidential information, labor relations, real estate or land acquisition.

March 13, 2017

April 5, 2017

April 10, 2017

The next regular School Board Meeting is scheduled for:

Wednesday, May 10, 2017 at 7:00 p.m. in the James E. Watson Staff  
Development Room of the Administrative Office.

4. Enrollment Report

The attached enrollment report has been submitted from the district database as of  
April 3, 2017.

**M. ADJOURNMENT**