

**DOWNINGTOWN AREA BOARD OF EDUCATION**  
**Administrative Office James E. Watson Staff Development Room**  
**Wednesday, September 12, 2018**  
**7:00 p.m.**

**BOARD MEETING NOTES**

**A. CALL TO ORDER**

President Bertone called the meeting to order at 7:02 p.m. in the James E. Watson Staff Development Room.

**B. PLEDGE OF ALLEGIANCE**

**C. ROLL CALL**

Director Albright  
President Bertone  
Director Cranney  
Vice President Croft  
Director Kring  
Director Mehler  
Director Rauth  
Director Wisdom

**D. PUBLIC INPUT ON ACTION ITEMS** – (The Downingtown Board of Directors encourages public comment from its citizens. Each community member may speak for a period of no longer than 5 minutes (per BP# 903). Please understand that this is not a time for dialogue with the board; rather the board will listen to all comments and consider them in further deliberations. (Our individual e-mail addresses are on the website if you'd like to contact your individual board representative.) We ask that you please direct complaints of a personal nature regarding an individual employee directly to the superintendent.)

**E. SUPERINTENDENT'S REPORT**

1. Applause!! Applause!!

Dr. Lonardi had Principals Ross, Leib, Giering, Mulvey, Barker, Pron, Hurley, Perry, Campbell, and Fernandes present the Opening Day Lapel Pins to each board member and the district solicitor.

**F. REPORTS**

1. Student Representatives  
Steven Egnaczyk  
Max Minnier  
Sneha Premchandran
2. Student Life Report  
Director Cranney  
First meeting scheduled for September 20 at Lionville Middle School. Dr. Chance to be guest speaker.
3. DARC  
Director Kring  
Next meeting at September 20.
4. Governance Report  
Director Kring

Director Kring discussed the vote this evening for the 2019 PSBA Slate of Candidates.

5. Education Foundation Director Mehler  
Meeting held on September 11. Mobile bus work is ongoing. Tentative ribbon cutting scheduled for October 10 pending bus completion. Golf outing scheduled for October 22. Fall programs are open and enrollment is underway.
  
6. Technology Report Director Mehler  
Director Mehler reported the technology department work throughout the summer to ensure a smooth opening of schools. Department ensured device distribution as all schools are now 1to 1. Other initiatives highlighted include: IEP writer, InfoSnap, IXL Math and My Math Lab.
  
7. Policy Report Director Albright  
Next committee report at the October 3 Committee of the Whole meeting.
  
8. Intermediate Unit Director Albright  
Meeting held on August 15. Charlotte Baker was the quest presenter providing Technology updates and highlights of CCIU initiatives and implementations. Renovation bids were approved. New senior only GIS program was discussed. Next meeting September 19.
  
9. Legislative Committee Director Albright  
Next meeting scheduled for September 26.
  
10. Communities That Care Director Britton  
No report.
  
11. Wellness Committee President Bertone  
First meeting for the 2018-2019 school year scheduled for September 17 at 11:00 a.m.

**G. OLD BUSINESS**

**H. CONSENT AGENDA**

On a motion by Vice President Croft, seconded by Director Cranney, the Board, on a voice vote, unanimously approved the Consent Agenda.

1. Approval of Minutes
  - a. Board Meeting – August 8, 2018
  - b. Special Board Meeting – August 23, 2018
2. Approval of Disbursements
3. Approval of Financial Reports
  - a. Treasurers Reports
  - b. Tax Reports
  - c. Budget Reports
  - d. Activity Reports
  - e. Investment Accounts

4. Personnel

- a. Approval of the Personnel items
- b. Approval of 10 month staff salaries for 2018-2019 (per contract agreements)
  - 1. DAEA professional staff
  - 2. Teamsters support staff - student day
  - 3. Non-union support staff - student day

5. Curriculum

- a. Approval for license renewal with BrightBytes  
Total Cost NTE: \$4,740.12  
Contract Dates / Length: 10/1/18 to 10/1/19 1 year  
Funding Source: Curriculum Operating Budget  
Budget: 2018-19
- b. Approval to purchase (60) *How to Read Literature Like a Professor for Kids* for Grade 8 ELA classes  
Total Cost: \$335.40  
Funding Source: Curriculum Operating Budget  
Budget: 2018-19
- c. Approval for Virtual Simulator Sports & Entertainment Site License for DE and DW Business Ed & Computer Science Dept.  
Total Cost: \$3,590.00  
Contract Dates / Length: 9/17/18 to 9/17/23 5 years  
Funding Source: Curriculum Operating Budget  
Budget: 2018-19
- d. Approval for Virtual Simulator Personal Finance Site License and Retail Management Site License for STEM Business Ed & Computer Science Dept.  
Total Cost: \$3,590.00  
Contract Dates / Length: 9/17/18 to 9/17/23 5 years  
Funding Source: Curriculum Operating Budget  
Budget: 2018-19
- e. Approval of Smart Music Educator (K-12) and Smart Music Standard Yearly for Marsh Creek  
Total Cost NTE: \$2,440.00  
Contract Dates / Length: 9/1/18 to 9/1/19 1 year  
Funding Source: Curriculum Operating Budget  
Budget: 2018-19

- f. Approval of Smart Music Educator access and Smart Music Premium Yearly for DW and DE  
Total Cost NTE: \$296.00  
Contract Dates / Length: 9/1/18 to 9/1/19 1 year  
Funding Source: Curriculum Operating Budget  
Budget: 2018-19

6. Policy

- a. Approval of the following policies:
  - 1. AG Administrative Guideline for 331: Job Related Expenses
  - 2. AG Administrative Guideline for 200: Enrollment of Students
  - 3. 138 Limited English Proficiency Program
  - 4. AG Administrative Guidelines for 138: Limited English Proficiency Program

7. Finance

- a. Approval for the disposal, sale or donation of items on the attached list
- b. Approval of a contract with Howell Kline to survey tax parcel to determine if it lies within the school district boundaries.  
Total Cost: NTE \$5,000  
Contract Dates/Length: 9/1/2018 – Project Completion  
Funding Source: Business Operations  
Budget Year: 2018-2019
- c. Acceptance of a donation of miscellaneous laboratory equipment to the STEM Academy from TEVA Pharmaceuticals.
- d. Approval of the following pupil services items:
  - 1. Approval of a renewal agreement with Dr. Barbara Leech for in Independent Educational Evaluation for a DASD student (#5681157881).  
Total Cost: NTE \$1,500  
Contract Dates/Length: 1 Year  
Funding Source: Special Education  
Budget Year: 2018-2019
  - 2. Approval of a renewal agreement with Lakeside Educational Network for referral-based counseling services for students.  
Total Cost: \$109.95 per Hour/Fee for service  
Contract Dates/Length: 1 Year  
Funding Source: Pupil Services  
Budget Year: 2018-2019
  - 3. Approval of a waiver agreement with the parents of a DASD student for ESY services (#4013494884).  
Total Cost: \$1,200  
Contract Dates/Length: 07/01/2018 – 08/30/2018, 2 Months  
Funding Source: Special Education  
Budget Year: 2018-2019

4. Approval of an agreement Dr. Kara Schmidt, for an independent educational evaluation of a DASD student (#4013494884).  
 Total Cost: \$4,450  
 Contract Dates/Length: 9/13/2018-11/13/2018, 3 Months  
 Funding Source: Special Education  
 Budget Year: 2018-2019
  
5. Approval of a settlement agreement with the parents of a DASD student (#4013494884).  
 Total Cost: \$15,000  
 Contract Dates/Length: 09/13//2018 – 06/15/2021 / 3 Years  
 Funding Source: Special Education  
 Budget Year: 2018-2019, 2019-2020, 2020-2021
  
- e. Approval of the Purchasing Consortium for the 2018-2019 school year: Pennsylvania Statue 62, Chapter 19, on Procurement allows for cooperative purchasing among local public procurement units or external procurement activities. Section 1902 of the statute specifically states that public procurement units may participate in joint purchasing agreements as long as the participants are in agreement. The District falls within the definition of a local public procurement unit.
  1. Intermediate Unit Contracts
    - a. CCIU (Chester County Intermediate Unit)
    - b. Copy Paper, Binder Combs, Custodial Supplies, Percent off Discount Catalog, Fuel Oil and Trash Removal, and Athletic Supplies
  
  2. State Contracts via Department of General Services
    - a. PA State Contract
    - b. COSTARS
    - c. GS, PA Federal Surplus Property
  
  3. Regional Consortium Contracts
    - a. AEPA – Association of Educational Purchasing Agencies
    - b. KPN – Keystone Purchasing Network
    - c. PAEJPC – Pennsylvania Education Joint Purchasing Council
    - d. PEPPM – Technology Bidding and Purchasing Program
    - e. TCPN – The Texas Cooperative Purchasing Network
  
  4. National Contracts
    - a. US Communities National Joint Purchasing Program
    - b. GSA – US General Services Administration Schedule 70
    - c. NATIONAL IPA
    - d. NJPA – National Joint Powers Alliance
    - e. BUYBOARD
    - f. NCPA – National Cooperative Purchasing Alliance

- f. Approval of an agreement with ALICE Training Institute LLC for e-learning training licenses.  
Total Cost: \$7,640 per Year; \$22,920 Total for Three Years  
Contract Dates/Length: 8/31/18 – 8/30/2021, 3 Years  
Funding Source: Assistant Superintendent  
Budget Year: 2018-2019, 2019-2020, 2020-2021

8. Facilities

- a. Accept approvals by PDE of the following PlanCon project:  
PlanCon J: Project Account Based on Final Costs  
Marsh Creek 6<sup>th</sup> Grade Center  
PDE Approval letter dated August 8, 2018. Estimated reimbursement to be \$2,453,044.21.  
Reimbursement will not occur until funding is established in accordance with Act 25 of 2016.

9. Technology

- a. Request approval of an agreement with Blackboard Ally for website visual accessibility training.  
Total cost: \$400 for 1 training  
Contract dates/length: 1 training session  
Funding source: Public Relations Operating Budget  
Budget year: 2018-2019

**I. ACTION AGENDA**

**Curriculum Report** – Director Cranney

1. K-5 Math Update

K-5 Math update PowerPoint presentation by Bobbi Filiaggi, Simona Lynch-Bradshaw, and Cristin Young. Update included highlighting the elementary math timeline, 5 competencies of learning math, 6 part lesson format, Greg Tang visits, then vs. now instruction strategies.

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

- 2. On a motion by Director Cranney, seconded by Director Albright, the Board, on a roll call vote, unanimously approved purchase of (60) Natural Hazards textbooks due to increase enrollment at DE  
Total Cost: \$8,280.00  
Funding Source: Curriculum Operating Budget  
Budget: 2018-19
- 3. On a motion by Director Cranney, seconded by Director Rauth, the Board, on a voice vote, unanimously approved the following one time Field Trips:
  - a. STEM, DE, DW– Grades 9-12 – Yale University, New Haven, CT – September 14-16, 2018 – One class days missed
  - b. DE, STEM, DW – Grades 9-12 – Ski Club, Killington, VT – February 22-24, 2019 – No class days missed.

**Personnel Report** – Vice President Croft

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

1. On a motion by Vice President Croft, seconded by Director Kring, the Board, on a roll call vote, unanimously approved an Agreement with ESS for staffing of substitute special education aides pending solicitor review of contract.  
Bill Rate: \$21.36/hour  
Term: September 2018 – July 2019
2. On a motion by Vice President Croft, seconded by Director Cranney, the Board, on a roll call vote, unanimously approved a training program through Take Flight Learning for administrative personnel.  
Cost: \$4,148

**Finance Report** – Director Kring

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

1. On a motion by Director Kring, seconded by Director Rauth, the Board, on a roll call vote, unanimously approved a settlement agreement with the parents of a special education student. (#3529740675).  
Total Cost: 2018-2019: \$71,750, 19-20: \$40,000  
Contract Dates/Length: 8/2018 To 6/2020, 2 Years  
Funding Source: Special Education  
Budget Year: 2018-2019 and 2019-2020
2. On a motion by Director Kring, seconded by Director Rauth, the Board, on a roll call vote, unanimously approved a renewal settlement agreement with the parents of a special education student (#503802270).  
Total Cost: 2018-2019: \$25,025, 2019-2020: \$25,025  
Contract Dates/Length: 9/18-8/20  
Funding Source: Special Education  
Budget Year: 2018-2019 and 2019-2020
3. On a motion by Director Kring, seconded by Director Rauth, the Board, on a roll call vote, unanimously approved a renewal contract with Avonbrook Consulting for behavior support services.  
Total Cost: \$125 per hour, NTE \$80,000  
Contract Dates/Length: 09/13/2018 – 1/31/2020  
Funding Source: Special Education  
Budget Year: 2018-2019, 2019-2020

**Facilities Report** – Director Rauth

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

1. On a motion by Director Rauth, seconded by Director Cranney, the Board, on a roll call vote, unanimously approved an agreement with PECO for the installation of natural gas facilities required to provide natural gas service to the new Uwchlan Hills Elementary School.  
 Total Cost: \$67,322.00  
 Contract Date: July 31, 2018 - Expires 60 days if not accepted.  
 Funding Source: Capital Funds  
 Budget Year: 2018-2019
  
2. On a motion by Director Rauth, seconded by Director Wisdom, the Board, on a roll call vote, unanimously approved awarding the Window Replacements-Phase I at Downingtown West High School to MTD Construction, the lowest responsible bidder on August 27, 2018 when bids were opened.  
 Total Cost: Base Bid \$504,500.00  
 Contract Date: 9/13/18 to End of Project  
 Funding Source: Capital Funds  
 Budget Year: 2018-2019
  
3. On a motion by Director Rauth, seconded by Director Cranney, the Board, on a roll call vote, unanimously approved a contract with Gilbert Architects for architectural services relating to the STEM Academy Addition. Contingent on review and approval of solicitor.  
 Total Cost: \$657,038.00  
 Contract Dates/Length: 5/08/18 through Closing of Project  
 Funding Source: Capital Funds  
 Budget Year: 2018-2019  
 Budget Year: 2019-2020

**Board Administrative Action**

1. On a motion by President Bertone, seconded by Director Kring, the Board, on a voice vote, unanimously approved the 2019 PSBA Slate of Candidates.

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

Mr. Fazio reported that the Finance Committee met regarding refinancing opportunities due to rising interest rates. These opportunities would allow the district to save funds. The committee will be meeting again before the next Committee of the Whole meeting. Further details will be shared via the Board Update and at the Committee of the Whole meeting.

- K. VISITORS** – (The Downingtown Board of Directors encourages public comment from its citizens. Each community member may speak for a period of no longer than 5 minutes (per BP# 903). Please understand that this is not a time for dialogue with the board; rather the board will listen to all comments and consider them in further deliberations. (Our individual e-mail addresses are on the website if you'd like to contact your individual board representative.) We ask that you please direct complaints of a personal nature regarding an individual employee directly to the superintendent.)

**L. INFORMATION**

1. The following policies are submitted for public review and scheduled for approval on October 10, 2018
  - a. 818 Contracted Services



- b. AG Administrative Guidelines for 808: Food Services
- c. 210.1 Possession/Use of Asthma Inhalers/Epinephrine Auto-injectors
- d. AG Administrative Guideline for 210.1: Possession/Use of Asthma Inhalers/Epinephrine Auto-injectors
- e. AG Administrative Guideline for 210: Medications
- f. AG Administrative Guidelines for 121: Field Trips

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, school security, real estate or land acquisition.

September 5, 2018

September 12, 2018

The next Curriculum Committee Meeting is scheduled for October 9, 2018 starting at 1:30 p.m. in the James E. Watson Staff Development Room of the Administrative Office.

The next Committee of the Whole meeting is scheduled for October 3, 2018 starting at 6:30 p.m. in the James E. Watson Staff Development Room of the Administrative Office.

The next regular School Board Meeting is scheduled for Wednesday, October 10, 2018 starting 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 August 29, 2018.

**M. ADJOURNMENT**

On a motion by Vice President Croft, seconded by Director Kring, the Board, agreed to adjourn at 7:49 p.m.

Respectfully submitted,

Virginia B. Warihay  
School Board Secretary