

EXETER TOWNSHIP SCHOOL DISTRICT

**200 ELM STREET
READING, PENNSYLVANIA 19606**

REVISED



BOARD OF SCHOOL DIRECTORS

VOTING MEETING AGENDA

AUGUST 19, 2014

7:00 P.M.

ADMINISTRATION BUILDING

**EXETER TOWNSHIP SCHOOL DISTRICT
BOARD VOTING MEETING**

**Tuesday, August 19, 2014
7:00 P.M.**

Administration Building – Board Room

SUBJECT: Meeting of the Exeter Township Board of School Directors on Tuesday, August 19, 2014 at 7:00 p.m. at the Administration Building.

PRESENTATION:

Transportation Center Site Evaluation – Mr. Justin H. Istenes, AIA, AEM Architects Inc.

I. Formal Opening:

Welcome and Opening Comments Regarding Board Process

II. Public Comment:

III. Minutes:

A. Board Voting Minutes – July 14, 2014 *(Attachment III.A)*

IV. Treasurer’s Report: *(Attachment IV)*

V. Board Policy:

A. It is recommended that the Board of School Directors approves revised Policy 202 – Eligibility of Non-Resident Students (third reading). *(Attachment V.A)*

B. It is recommended that the Board of School Directors approves revised Policy 222 – Tobacco Use (second reading). *(Attachment V.B)*

VI. Business Functions: Mr. Staub

A. It is recommended that the Board of School Directors exonerates Exeter Township School District tax collector from the collection of the remaining 2013 per capita duplicate for St. Lawrence Borough consisting of 198 delinquent per capita or \$1,980 of unpaid taxes, and 44 exonerated per capita bills, and authorize the district to submit the delinquent per capita bills to Berkheimer Associates for

collection. Prior year consisted of 152 (\$1,520) delinquent per capita and 100 exonerated per capita bills. *(Attachment VI.A)*

B. It is recommended that the Board of School Directors approves a consulting agreement for the site work project at Owatin Creek Elementary School between Exeter Township School District (Owner) and Stackhouse Bensinger, Inc. (Consultant). The Consultant will perform construction phase engineering services for the Owner for the Site Work Project at the Owatin Creek Elementary School. Compensation to the Consultant will be on a Time and Material basis. *(Attachment VI.B)*

C. It is recommended that the Board of School Directors engage the services of The PFM Group (Public Financial Management, Inc.) as a consultant to District Administration in financial planning as it relates to asset and debt management.

D. It is recommended that the Board of School Directors acknowledges and agrees to the arrangements of the audit of the financial statements for the period ending June 30, 2014 by Maillie LLP for a fee of \$18,250. *(Attachment VI.D)*

E. It is recommended that the Board of School Directors appoints **Robert Quinter** as the voting delegate to participate in the PSBA Delegate Assembly to be held on Tuesday, October 21, 2014.

F. It is recommended that the Board of School Directors ratifies a change order request for the Owatin Creek Site Work Project for additional services to the stone sub-base for the pervious parking lot. The amount of the change order is \$33,128.35. The scheduled completion date of the pervious parking lot is August 20, 2014, five work days later than the original completion date of August 15, 2014. *(Attachment VI.F)*

G. It is recommended that the Board of School Directors approves the following change orders for the Owatin Creek site work project:

Change Order Credit #03:

Alternate SW-1: Alt. Relocation of Portions of Walking Trail (\$15,903.83)

Change Order Request #4:

Alternate SW-2: Alt. Locations for PCSM Amended Soils 0.00

(Attachment VI.G)

H. **It is recommended that the Board of School Directors approves the influenza vaccination program for the 2014-2015 school year with CVS to offer an influenza shot clinic at a cost of \$25 per vaccination. Flu shots are available to all employees for a charge of \$16 per vaccination (district paying balance) and for dependents of employees at full cost.**

I. **It is recommended that the Board of School Directors authorizes District Administration to approve change orders in an amount up to \$25,000 for the Owatin Creek Elementary School site work project.**

- J. It is recommended that the Board of School Directors approves the following Owatin Creek Site Work change order:

**Change Order #6 – PennDOT Construction Entrance
Barricade/signage in the amount of \$800.53
(Attachment VI.J)**

- K. It is recommended that the Board of School Directors approves the disposal of technology equipment which is non-operational through Sycamore International recycling. The purchase price of the equipment was \$71,735.55 with a remaining book value of \$1,806.12. (Attachment VI.K)

VII. Personnel Committee: Dr. Bender

A. RETIREMENTS:

It is recommended that the Board of School Directors accepts the following retirements:

1. CERTIFICATED STAFF:

- a. Virginia L. Eisenhuth – Lorane Guidance Counselor, effective December 1, 2014.

2. SUPPORT STAFF:

- a. Irene M. Sabanos – Junior High School Guidance Secretary, effective October 31, 2014.

3. FOOD SERVICES STAFF:

- a. Laura Simmers – Senior High Cafeteria, effective August 5, 2014.

B. RESIGNATIONS:

It is recommended that the Board of School Directors accepts the following resignations:

1. CERTIFICATED STAFF:

- a. Deborah M. Alberici – Junior High Gifted Teacher, **effective August 14, 2014.**
- b. Jessica L. Head – Senior High Learning Support Teacher, **effective August 14, 2014.**
- c. Joshua M. Keller – Senior High Technology Education teacher, **effective August 14, 2014.**

2. SUPPORT STAFF:

- a. Francesco Amato – Mechanic, effective August 15, 2014.
- b. Maaike A. Jonsson – Support Staff Substitute, effective July 24, 2014.
- c. Melissa D. Newton – Part-Time Senior High Guidance Secretary, effective July 15, 2014.

3. EXTRACURRICULAR STAFF:

- a. Keven Raquet – Senior High Varsity Assistant Girls' Soccer coach, effective August 6, 2014.

C. APPOINTMENTS:

It is recommended that the Board of School Directors approves or ratifies the following appointments:

1. CERTIFICATED STAFF:

- a. Stephanie J. Blaker – Reiffton 5th Grade Long-Term Substitute Teacher, replacing Lynne DeCamillo while she is on leave, at a salary of \$40,000 (Open Step), beginning September 25, 2014, through the end of the 2014-2015 school year.
- b. Amber M. Dewire – Reiffton 6th Grade Teacher (Temporary Professional Employee), replacing Stephanie Isselmann, at a salary of \$43,441 (B, Step 1), effective August 20, 2014.
- c. Pollyjo A. Kassas – Senior High Special Education/Learning Support Long-Term Substitute to replace Tom Henderson, while he is on sabbatical, at a salary of \$40,000 (Open Step), beginning August 20, 2014, through the end of the 2014-2015 school year.
- d. Lauren M. Keifer – Senior High Tech Ed Long-Term Substitute Teacher, pending receipt of emergency certification, replacing Josh Keller, at a salary of \$43,441 (B, Step 1), beginning August 20, 2014, through the end of the 2014-2015 school year.
- e. Therese A. Knabb – Senior High Associate Nurse temporarily moving to a Certified Nurse position (as a result of Robin Zook's sabbatical), at a salary of \$44,041 (B, Step 3), for the first semester of the 2014-2015 school year (August 20, 2014 through and including January 16, 2015).
- f. Sharon A. Lountzis – Senior High Part-Time Health Room Assistant temporarily moving to Junior High Full-Time Long-

Term Substitute Associate Nurse, to replace Robin Zook while she is on sabbatical, at a salary of \$34,000 (85% of Open Step), for the first semester of the 2014-2015 school year (August 21, 2014 through and including January 16, 2015).

- g. Anna C. Meyers – Senior High Social Studies Teacher (Temporary Professional Employee), replacing Rebecca Harrison, at a salary of \$53,757 (M, Step 1), effective August 20, 2014.
- h. Lauren R. Penkala – Reiffton 5th Grade Long-Term Substitute Teacher, replacing Krista Gilham while she is on leave, at a salary of \$40,000 (Open Step), beginning August 20, 2014, through and including January 16, 2015.
- i. Angela V. Roach – Senior High Learning Support Teacher (Professional Employee), replacing Jessica Head, at a salary of \$54,857 (M, Step 4), effective August 20, 2014.
- j. Emily M. Seeberger – Lorane School Counselor (Temporary Professional Employee), replacing Virginia Eisenhuth, at a salary of \$53,757 (M, Step 1), effective December 1, 2014.
- k. Raymond J. Sweeney – Junior High Computer Applications Long-Term Substitute Teacher, replacing Ryan Myers, at a salary of \$40,000 (Open Step), beginning August 20, 2014, through the end of the 2014-2015 school year.

2. EXTRACURRICULAR STAFF:

- a. 2014-2015 Senior High School Advisors (*Attachment VII.C.3.a*)
- b. 2014-2015 Junior High School Advisors (*Attachment VII.C.3.b*)
- c. Tim Claus – Junior High Head Girls Volleyball Coach, at a salary of \$2,162 (Category 7, Level 1), for the 2014-2015 school year.
- d. Matt Eshenaur – Senior High Varsity Assistant Boys Soccer Coach, at a salary of \$2,162 (Category 7, Level 1), for the 2014-2015 school year.
- e. *Amended from July 15, 2014 Board Meeting*
Don Hadley – Varsity Head Boys/Girls Golf Coach, at a salary of \$1,277 (Category 9, Level 8, ½ salary), for the 2014-2015 school year.
- f. Mike Lee – Junior High Boys Head Soccer Coach, at a salary of \$2,334 (Category 7, Level 3), for the 2014-2015 school year.

- g. Christian Menet – Senior High Varsity Assistant Football Coach, at a salary of \$3,843 (Category 2, Level 1), for the 2014-2015 school year.
- h. **Shannon Pascoe – Junior High Head Pony Girls Volleyball Coach, at a salary of \$1,997 (Category 8, Level 2), for the 2014-2015 school year.**
- i. Talia Russell – Junior Varsity Head Football Cheerleading Coach, at a salary of \$1,685 (Category 9, Level 2), for the 2014-2015 school year.
- j. Bryan Sandritter – Junior High Head Pony Football Coach, at a salary of \$4,575 (Category 8, Level 12), for the 2014-2015 school year.
- k. *Amended from July 15, 2014 Board Meeting*
Roy Underhill – Varsity Head Boys/Girls Golf Coach, at a salary of \$1,277 (Category 9, Level 8, ½ salary), for the 2014-2015 school year.
- l. *Amended from July 15, 2014 Board Meeting*
Brian Witkowski – *Junior High Assistant Pony Football Coach*, at a salary of \$3,772 (Category 3, Level 4), for the 2014-2015 school year.

D. LEAVES OF ABSENCE:

It is recommended that the Board of School Directors approves or ratifies the following requests for leaves of absence:

1. CERTIFICATED STAFF:

- a. Valerie L. Bolick – Junior High Learning Support Teacher requesting leave of absence after the use of sick days, beginning October 20, 2014 through January 19, 2015, returning to the classroom on January 20, 2014.
- b. **Thomas A. Henderson – Senior High Special Education/ Learning Support Teacher and Department Chairperson requesting Sabbatical Leave for Restoration of Health for the 2014-2015 school year, in accordance with Policy #438.**

E. STAFF CONFERENCES:

It is recommended that the Board of School Directors approves the following staff conferences:

Staff Conferences,
Estimated Fees:

1. Attendee(s): William Cain, Jeffrey MacFarland
Title: Project Based Assessment Training
Organization: BCIU
Date(s): September 10, 2014
Costs: Reg-\$0; Trans-\$0; Meals-\$0; Lodging-\$0; Sub-\$0; Wages-\$0
\$0.00
Total Cost: \$0.00

2. Attendee(s): Victoria Willier
Title: Indicator 13: Ensuring Success and Compliance
Organization: PATTAN
Date(s): September 10, 2014
Costs: Reg-\$0; Trans-\$44.40; Meals-\$0; Lodging-\$0; Sub-\$0; Wages-\$0
\$44.40
Total Cost: \$44.40

3. Attendee(s): Beverly Martin
Title: Lehigh University School Study Council Study Tour
Organization: Lehigh University
Date(s): September 23-26, 2014
Costs: Reg-\$750; Trans-\$0; Meals-\$0; Lodging-\$0; Sub-\$0; Wages-\$0
\$750.00
Total Cost: \$750.00

4. **Attendee(s): William Cain, Julie Kline**
Title: PVAAS Ready, Set, Grow
Organization: BCIU
Date(s): October 9, 2014
Costs: Reg-\$0; Trans-\$0; Meals-\$0; Lodging-\$0; Sub-\$0; Wages \$0
\$0.00
Total Cost: \$0.00

5. Attendee(s): Adah Raffensberger
Title: Advanced Paraprofessional – Reading Strand Series – Year 1
Organization: BCIU
Date(s): October 13, 2014, January 19, 2015 and June 15, 2015
Costs: Reg-\$0; Trans-\$0; Meals-\$0; Lodging-\$0; Sub-\$0; Wages \$0
\$0.00
Total Cost: \$0.00

6. Attendee(s): Carolyn Crane
Title: Advanced Paraprofessional –Behavior Strand Series – Year 1
Organization: BCIU
Date(s): October 13, 2014, January 19, 2015 and June 15, 2015
Costs: Reg-\$0; Trans-\$0; Meals-\$0; Lodging-\$0; Sub-\$0; Wages \$0
\$0.00
Total Cost: \$0.00

Accumulated Estimate of
Staff Conference Fees:
\$794.40

VIII. Student Functions:

Mrs. Kutscher

- A. It is recommended that the Board of School Directors approves an Act 48 Program Placement Agreement between the Exeter Township School District and River Rock Academy, Inc. for alternative education for disruptive youth for the

2014-2015 school year at a tuition cost of \$140 per day, per student, and an additional \$30 per day, per student, for transportation services.

- B. It is recommended that the Board of School Directors approves an Agreement between the Exeter Township School District and Wilson School District to provide programs and services for student #130110 for the 2014-2015 school year.
- C. It is recommended that the Board of School Directors approves an Agreement between the Exeter Township School District and Easter Seals of Eastern Pennsylvania to provide physical therapy services for student #130110 at a cost of \$102 per week.
- D. It is reported that Madelyn Brant, a senior, has been given permission to attend Exeter Township Senior High School as a nonresident student for the 2014-2015 school year in accordance with Policy #202, Eligibility of Nonresident Students.

IX. Curriculum/Programs: Mr. Diesinger

X. Curriculum Committee: Mr. Diesinger

A. It is reported that the following proposed textbooks for purchase for the 2014-2015 school term will be available for review for 30 days in the Administration Building:

1. Succeeding in Life and Career (Copyright 2012) – Frances Baynor Parnell, Author – Goodheart-Willcox, Publisher – Grades 9-12
2. Housing and Interior Design (Copyright 2012) – Evelyn L. Lewis and Carolyn S. Turner, Authors – Goodheart-Willcox, Publisher, Grades 9-12

These textbooks are on display for review at the Exeter Township School District, Building, 200 Elm Street, Reading PA 19606 until September 11, 2014.

XI. Technology Committee: Mr. Jupina

XII. Berks County Intermediate Unit Board of Directors: Mr. Quinter

XIII. Athletic Committee: Mr. Staub

XIV. District Growth/Legislative Liaison/Township Liaison: Mr. Quinter

XV. Public Relations: Mr. Cramer

XVI. Berks Career & Technology Center Joint Operating Committee: Mr. Diesinger

XVII. Facilities Committee: Mr. Brady

XVIII. Audit Committee:

Mr. Staub

XIX. Payment Requests:

Mrs. O'Brien-Pieja
(Attachment XIX)

XX. Superintendent's Report:

Dr. Martin

Discussion Agenda:

1. Buildings and Grounds Report – Mr. Ken Pitts, Director of Facilities

Buildings and Grounds Report

Summary of Major Projects

• Stadium Field Turf Replacement – Complete, No Issues.	\$521,981
• Roof Top Chiller, Senior High, Replace Comp #1 – Complete, No Issues.	\$24,999
• Convert Main Hall to Tile at Jacksonwald – Complete, Problems Resolved.	\$24,200
• Weather Proofing, Jacksonwald – In process	\$39,408
• Weather Proofing, Lorane – In process	\$17,972
• Weather Proofing, Lausch – In process	\$39,231
• Masonry Sealing, Junior High – In process	\$9,750

- Re-Bid of Site Work - \$1,518,532.31 (Original Bid)
 - Paving and Fire lane – in process, will be complete for 1st Day of School.
 - Amended Soils/Finish Soils – Anticipated to be complete by Mid-Sept.
 - Seeding/Non-Tree landscaping – Anticipated by early Oct.
 - E&SC conversion of Ponds - Following established growth.
 - Tree planting/Replacement – Late October.

Summer Maintenance and Inspections.

- Summer cleaning on track for school opening.
- Power washing of stadium contracted out.
- Tennis court and parking lot projects from last fiscal year completed.
- Routine maintenance tasks on track for completion for school opening.
- Fire Systems, Elevator, Domestic Water, HVAC inspections completed and passed.

Planning for Major Budget Items – SY15-16 (Roughly \$1.7MM)

- Lorane Parking Lots – Previously deferred, due for mill and overlay.
- Lausch Parking Lots – Due for mill and overlay, possible delay?
- Jacksonwald Roof – Programmed for restored areas, no issues currently
- Carpet/Flooring Plans for Jacksonwald, Lausch and Reiffton.
- Junior High Auditorium Seating – Previously deferred no significant deterioration.
- Various System Repair/Replacement.