

EXETER TOWNSHIP SCHOOL DISTRICT

**200 ELM STREET
READING, PENNSYLVANIA 19606**



BOARD OF SCHOOL DIRECTORS

WORKSHOP MEETING AGENDA

SEPTEMBER 9, 2014

7:00 P.M.

ADMINISTRATION BUILDING

**EXETER TOWNSHIP SCHOOL DISTRICT
BOARD WORKSHOP MEETING**

**Tuesday, September 9, 2014
7:00 P.M.**

Administration Building – Board Room

SUBJECT: Meeting of the Exeter Township Board of School Directors on Tuesday, September 9, 2014 at 7:00 p.m. at the Administration Building.

RECOGNITION:

*District teachers who attained tenure following the 2013-2014 school year:
Rebekah Achor, Lauren Reese, Colleen Ritter, Megan Schaeffer*

PRESENTATION:

Update on Bond Refinancing Opportunities: The PFM Group, Jamie Schlesinger,
Senior Managing Consultant

III. Minutes:

- A. Board Workshop Minutes – August 12, 2014 *(Attachment III.A)*
- B. Board Voting Minutes – August 19, 2014 *(Attachment III.B)*

V. Board Policy:

- A. It is recommended that the Board of School Directors approves revised Policy 202 – Eligibility of Non-Resident Students (fourth reading). *(Attachment V.A)*
- B. It is recommended that the Board of School Directors approves revised Policy 222 – Tobacco Use (third reading). *(Attachment V.B)*
- C. It is recommended that the Board of School Directors approves revised Policy 249 – Bullying/Cyberbullying (first reading). *(Attachment V.C)*

VI. Business Functions:

Mr. Staub

- A. It is recommended that the Board of School Directors approve a sub-grant contract for implementation of the Individuals with Disabilities Education Act – Part B between the Berks County Intermediate Unit 14, grantee, and Exeter Township School District, the sub grantee or contractor, for a total amount of \$689,785.76, for the project period July 1, 2014 through June 30, 2015. Furthermore, the Board of School Directors authorizes District Superintendent, Beverly A. Martin, Ed.D. to execute the agreement.

B. It is recommended that the Board of School Directors ratify the following change orders for the Owatin Site Work Project:

- Compost Filter Stock per Conservation District Requirement: additional 1,650 l.f. \$8,959.50
- Removal & replacement of existing paved walks located in the rear of building. \$3,233.79
- Supply and place additional infield mix at softball field necessary to achieve grades and drainage of the softball field. \$5,592.27

(Attachment VI.B)

C. It is recommended that the Board of School directors approve an annual service agreement with Siemens Industry, Inc. in the amount of \$26,180 to support and maintain the building automation systems at Jacksonwald Elementary and Owatin Creek Elementary. The annual cost is 1.7% higher than the prior year contract with Siemens.

D. It is recommended that the Board of School Directors approve AEM Architects, Inc. to complete the conceptual design for a new transportation center at Owatin Creek Elementary. The fees related to this phase of work are as follows: Schematics/Programming \$18,000; Land Development \$38,700; and Design Development \$24,000. Fees are based on AEM proposal provided on April 7, 2014.

VII. Personnel Committee:

Dr. Bender

A. RESIGNATIONS:

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

1. SUPPORT STAFF:

- a. Kathryn J. Dugan – Part-Time Aide – Reading at Reiffton, effective August 18, 2014.

B. APPOINTMENTS:

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

1. CERTIFICATED STAFF:

- a. Beth A. Simek – Reiffton Special Education Long-Term Substitute Teacher, replacing Ashley DeFiore while she is on leave, beginning August 28, 2014 through and including January 16, 2015.

2. SUBSTITUTE TEACHERS:
 - a. 2014-2015 Substitute Teacher Roster (*Attachment VII.B.2.a*)
3. SUPPORT STAFF:
 - a. Janice M. Reynolds – Substitute Van Driver, at a rate of \$10.50/hour, effective August 28, 2014.
 - b. Jessica R. Schach – Substitute Bus Driver, at a rate of \$14.90/hour, effective August 26, 2014.
4. EXTRACURRICULAR STAFF:
 - a. Trevor Fidler – Senior High Varsity Assistant Girls Soccer Coach (Interim), at a salary of \$2,162 (Category 7, Level 1), for the 2014-2015 school year.
 - b. Alexis Purr – Junior High Head Pony Girls Soccer Coach, at a salary of \$1,922 (Category 8, Level 1), for the 2014-2015 school year.
 - c. *Amended from August 19, 2014 Board Meeting*
Kristine Schmidt – Senior High Musical Assistant Director-Choreographer, at a salary of \$1,819 (Category 9, Level 4), for the 2014-2015 school year.
5. SCHOOL HEALTH SERVICES:
 - a. Charles Givens, M.D. – School physician for the Exeter Township School District for the 2014-2015 school year.
 - b. Randal Reinecker, D.D.S. – School dentist for the Exeter Township School District for the 2014-2015 school year.

C. STAFF CONFERENCES:

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

Staff Conferences,
Estimated Fees:

1. Attendee(s): Jason Deane
 Title: Reading Apprenticeship
 Organization: WestEd
 Date(s): September 15 – December 15 (evenings)
 Costs: Reg-\$0; Trans-\$0; Meals-\$0; Lodging-\$0; Sub-\$0; Wages-\$0
 Total Cost: \$0.00
- \$0.00**

Staff Conferences,
Estimated Fees:

2. Attendee(s): Nancy Gajewski
Title: Teacher Leader Meetings
Organization: PA RAISE
Date(s): October 8, 2014, December 2, 2014, April 13, 2015
Costs: Reg-\$0; Trans-\$0; Meals-\$0; Lodging-\$0; Sub-\$0; Wages-\$0
\$0.00
Total Cost: \$0.00
3. Attendee(s): Lynne Duggan, Stacy Kiszczak, Chris Miller, Shelly Sczechowski, Mary Row
Title: Advanced Para – Reading Strand
Organization: BCIU
Date(s): October 13, 2014, January 19, 2015, June 15, 2015
Costs: Reg-\$0; Trans-\$0; Meals-\$0; Lodging-\$0; Sub-\$0; Wages-\$0
\$0.00
Total Cost: \$0.00
4. Attendee: Dee Narvaez
Title: Safety Care Behavioral Safety Training – Recertification
Organization: BCIU
Date: March 18, 2015
Costs: Reg-\$0; Trans-\$0; Meals-\$0; Lodging-\$0; Sub-\$0; Wages-\$0
\$0.00
Total Cost: \$0.00
5. Attendee: Gloria Clay
Title: Food Service Director, Commodity Exhibits
Organization: PA Dept. of Agriculture and PASBO
Date: November 4, 2014, November 5, 2014
Costs: Reg-\$220; Trans-\$90; Meals-\$8; Lodging-\$109; Sub-\$0; Wages-\$0
\$427.00
Total Cost: \$427.00
6. Attendee: Tera McFarland
Title: Berks Regional Librarians Group
Organization: Berks Regional Librarians Group
Date: October 13, 2014
Costs: Reg-\$0; Trans-\$0; Meals-\$0; Lodging-\$0; Sub-\$0; Wages-\$0
\$0.00
Total Cost: \$0.00
7. Attendee: Veronica Barna
Title: Eastern PA Special Education Administrator’s Conference
Organization: PA Association of Intermediate Unit
Date: October 29, 2014, October 30, 2014
Costs: Reg-\$150; Trans-\$143; Meals-\$0; Lodging-\$0; Sub-\$0; Wages-\$0
\$293.00
Total Cost: \$293.00

\$293.00
Accumulated Estimate of
Staff Conference Fees:
\$720.00

VIII. Student Functions:

Mrs. Kutscher

- A. It is reported that the following field trip(s), within the 60-mile radius, have been approved:
1. The top 25 tenth and eleventh grade students will visit the University of Pennsylvania on October 8, 2014, to gain a better understanding of how to apply to competitive colleges.
 2. French Exchange Students to visit Independence Hall in Philadelphia on October 7, 2014.
 3. French Exchange Students to visit an Amish Farmhouse in Lancaster on October 8, 2014.
 4. French Exchange Students to visit the National Constitution Center in Philadelphia on October 14, 2014.
 5. Jacksonwald Elementary Kindergarten class to Weaver's Orchard in Morgantown on October 22, 2014.
 6. Senior High School Life Skills Students for community based instruction in Exeter Township and surrounding communities on the following dates: September 25, October 2, October 9, October 16, October 23, October 30, November 6, November 13, November 20, December 4, December 11 and December 18, 2014; January 8, January 15, January 22, January 29, February 5, February 12, February 19, February 26, March 5, March 12, March 19, March 26, April 9, April 16, April 23, April 30, May 7, May 14, May 21 and May 28, 2015.
- B. It is recommended that the following field trip, which is beyond the 60-mile radius, be approved:
1. French Exchange Students to visit the Gettysburg Cyclorama Museum on October 9, 2014.
 2. Senior High Orchestra Students to visit New York City for a master class and to see a Broadway show on May 22, 2015.
 3. Senior High Lacrosse Trip to Damascus High School, Damascus, MD to participate in lacrosse tournament on Thursday, April 9, 2015 through Saturday, April, 11, 2015.
- C. It is recommended that the Board of School Directors approves an agreement with the Chester County Intermediate Unit for services to be rendered by the Brandywine Virtual Academy for full-service online courses and computer technology management from August 1, 2014 to June 30, 2015.

- D. It is recommended that the Board of School Directors approves an Act 48 Program Placement Agreement between the Exeter Township School District and Glen Mills School for Alternative Education Services for Disruptive Youth for the 2014-2015 school year at a tuition cost of \$127.00 per day.
- E. It is recommended that the Board of School Directors approves a Tuition Agreement with Hogan Learning Academy LLC and the Exeter Township School District for special education services for student #523091, beginning August 25, 2014 through the remainder of the 2014-2015 school year, at a cost of \$365 per day.

Discussion Agenda:

- 1. Owatin Creek Elementary School Report – Mrs. Susan Cook, Principal

General Information

We had a wonderfully positive start to the 2014-15 school year at Owatin Creek. We continue to have great support with arrival, dismissal and lunch from our parents, aides and professional support staff.

- 1. **“Coffee, Conversation and Kleenex”** was held on the first day. As you may recall, this initiative allows us to let new parents get acquainted with our school, staff and APT executive board as well as providing a first day photo opportunity. We had record numbers of parents that took advantage of the invitation.
- 2. We held a **“Greet and Meet”** time for parents on August 27. Parents were invited to come in to see their child’s classroom as well as meet their child’s teacher. Students were welcome to participate in this process and provide additional information to their parents. This too seemed extremely positive and well attended especially for **kindergarten and first grade with 90% and 94% of parents participating.**
- 3. I have been meeting with students during the first two weeks of school to review school rules, our positive school-wide discipline plan and student recognition program.

Owatin Creek’s Professional Learning Community/Professional Development

- 1. Our beginning of year staff meeting revolved around **the K-5 focus on implementation of our new math program, Investigations.** Heidi Rochlin arrived in time to actually present that part of the meeting. In addition we spoke about some **revisions to the RTII Framework, SLO’s,** reading stamina and district and building goals. We will of course have ongoing non-mandatory meetings with our **literacy coach** and review our **All Hazards Plan with new teachers.** Our strengths continue to center on utilizing best practices, team collaboration to improve academic achievement, and school-wide structures to monitor student learning and progress.
- 2. Our areas of growth are defined in terms of fine tuning our professional learning community to **incorporate collaborative meeting/early dismissal** time to improve the instructional planning process as well as the intervention support process. **All grade level and PLC groups will use the same form to report meeting results/progress.**
- 3. Additional areas being addressed include:
 - a. **Instructional aide support** remains focused on guided reading and support for the new math program.
 - b. **Gifted and special education support** to be inclusive during reading and math.
 - c. **Framework for all math instruction** with approximately 70+ minutes of uninterrupted math instruction time.
 - d. **Framework for all reading instruction** with 90 minutes of uninterrupted reading instruction (specific guided reading times) plus 30 minutes of Tier (Intervention) Time.
 - d. **Walk-throughs and observations** with continued focus on the implementation and fidelity of the new math program, and professional development during collaborative meetings.

School Partnerships

- * Our APT continues to be very actively involved at Owatin. Of course, we had plenty of support with “Coffee, Conversation, and Kleenex” and our smooth opening of school. Our first meeting is on September 10th, September 11th is our first “Spirit Day”.
- * In addition to awarding each teacher \$100 for classroom use, our APT is once again offering **classroom mini-grants** (approximately \$2,000).
- * We also anticipate receiving supply donations from A. C. Moore, parents, a local church and WalMart.

* **Home Depot** is working on building a base for the windmill aerator for the pond. As you may recall, we received a **Mascaro Grant for \$2,000** for the aerator and Carole Moyer received a grant from ECEF to purchase books to go along with supporting wind energy.

* Other Grants/ money:

1. Target: \$1675.32
2. WalMart: Applied (tentatively approved) for \$2500 Grant to support the new math program.
3. Campbell's Labels: recess equipment

Additional building notes:

*OC PSSA scores were relatively consistent with expectations:

<u>2013: OC Reading</u>	<u>2014 OC Reading</u>	<u>2013 OC Math</u>	<u>2014 OC Math</u>	<u>2014</u>
<u>Science</u>				
3 rd 93.2%	3 rd 82.35%	3 rd 94.1%	3 rd 88.24%	
4 th 81.1%	4 th 88.98%	4 th 92.2%	4 th 90.68%	95.73%

*We are continuing to offer Science Explorers as an after school activity for grades 1-4. SE begins on October 2nd.

*We are also continuing Girls on the Run which is also an after school activity supervised by parents, Diana Bogust is the liaison.

* Development of math and spelling brochure (which was distributed to parents during Meet and Greet) and web page information for parents developed by Julie and Heidi over the summer. We have also been working on a math pamphlet for parents to coincide with our Math Parent Forums and fall parent/teacher conferences.

*Please look for our **first newsletter** on the building webpage under the APT icon.

2. Proposed merger between Berks Tax Collection Committee (TCC) and Berks EIT Bureau to create Berks Tax Collection Bureau – Anne Guydish
3. Election of PSBA Officers for 2015