

# **EXETER TOWNSHIP SCHOOL DISTRICT**

**200 ELM STREET  
READING, PENNSYLVANIA 19606**



**BOARD OF SCHOOL DIRECTORS**

**WORKSHOP MEETING AGENDA**

**OCTOBER 14, 2014**

**7:00 P.M.**

**ADMINISTRATION BUILDING**

**EXETER TOWNSHIP SCHOOL DISTRICT  
BOARD WORKSHOP MEETING**

**Tuesday, October 14, 2014  
7:00 P.M.**

**Administration Building – Board Room**

SUBJECT: Meeting of the Exeter Township Board of School Directors on Tuesday, October 14, 2014 at 7:00 p.m. at the Administration Building.

PRESENTATION:

- A. Update on Refunding Options – Public Financial Management
- B. Student Testing – Dr. Todd Davies, Assistant Superintendent *(Attachment B)*

III. Minutes:

- A. Board Workshop Minutes – September 9, 2014 *(Attachment III.A)*
- B. Board Voting Minutes – September 16, 2014 *(Attachment III.B)*

V. Business Functions:

Mr. Staub

- A. It is recommended that the Board of School Directors authorizes district administration to execute an E-Rate Consulting Services Agreement for E-rate year 2015-2016 with the Berks County Intermediate Unit at an annual fee of \$4,500. The E-Rate program provides on average, discounts of 58% of telecommunication bills. There is no change to the fee from the current year.
- B. It is recommended that the Board of School Directors approves the Plan of Merger between the Berks County Earned Income Tax Collection Bureau and the Berks County Tax Collection Committee effective December 31, 2014; direct the District's representative on the Executive Committee of the Bureau, Anne Guydish, to vote in favor of the Merger; and appoint the TCC delegates as follows:

Primary voting delegate: Anne C. Guydish, Business Manager  
Alternate voting delegate: Mr. Michael B. Jupina, Jr., Board Member

*(Attachments V.B-1 & V.B-2)*

- C. It is recommended that the Board of School Directors ratifies the following change order for the Site Work Project at Owatin Creek Elementary School:

G-8 Amphitheater – Concrete Repair      DEDUCT CHANGE ORDER  
(\$17,470)

*(Attachment V.C)*

- D. It is recommended that the Board of School Directors approves the following signers on Exeter Township School District Student Activity and Athletic PSDLAF/PNC bank accounts:
1. Beverly A. Martin, Superintendent
  2. Anne C. Guydish, Business Manager/Board Secretary
  3. Todd M. Davies, Assistant Superintendent
  4. Alana C Panzer, Assistant Business Manager
- E. It is recommended that the Board of School Directors approves the following signers on Exeter Township School District PSDLAF/PNC 2014 Capital Project Fund Account:
1. Robert H. Quinter Jr., President
  2. Dr. David S. Bender, Vice President
  3. Anne C. Guydish, Secretary
  4. Patricia A. O'Brien-Pieja, Treasurer
- F. It is recommended that the Board of School Directors approves the following Exeter Township School District employees to participate in the District's procurement card program:
- Heidi Rochlin, Math Coordinator – Transaction Limit \$4,000
  - Caroline Bastian, Special Education Secretary – Transaction Limit \$1,000
  - Alana Panzer, Assistant Business Manager – Transaction Limit \$4,000
- G. It is recommended that the Board of School Directors appoints Mr. Lawrence Houp, Jr., 600 Limekiln Rd., Exeter Township, PA, as Exeter Township School District's representative on the Berks Vocational-Technical School Authority (BVT) for a 4-year term commencing on January 1, 2015. The Authority was established to provide a legal means by which BCTC could borrow funds for the construction of BCTC facilities. Mr. Houp will attend the annual meeting to approve a treasurer's report and an audit report. BVA members cannot be a participating district board member or a JOC board member.

VI. Personnel Committee:

Dr. Bender

A. RETIREMENTS:

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

1. SUPPORT STAFF:
  - a. Gale L. Faber – Part-Time Bus Driver, effective October 10, 2014.
  - b. Herbert C. Huyett – Senior High Custodian, effective December 31, 2014.

- c. Francisca Krestel – Lorraine Cafeteria Worker, effective October 31, 2014.

B. RESIGNATIONS:

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

1. SUPPORT STAFF:

- a. Asad B. Abdullah – Substitute Bus Driver, effective October 2, 2014.
- b. Dawn C. Brady – Owatin Creek Elementary Part-Time Aide – Regular Instruction, effective October 3, 3014.

C. APPOINTMENTS:

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

1. CERTIFICATED STAFF:

- a. MeLisa C. Bracone – Junior High Learning Support Long-Term Substitute, for Valerie Bolick while she is on leave, at a salary of \$40,000 (Open Step), beginning October 20, 2014 through and including January 19, 2015, pending receipt of required documentation.

2. SUBSTITUTE TEACHERS:

a. Certificated:

- 1) Jason R. Bingaman – Certification: English 7-12; Elementary & Secondary School Counselor PK-12
- 2) Jesse A. Jones – Certification: Art K-12
- 3) Ashley M. Lessman – Registered Nurse
- 4) Krista A. Mallon – Certification: English 7-12
- 5) Michelle L. Obst – Certification: Biology 7-12; General Science 7-12
- 6) Karen M. Scott – Certification: Elementary K-6; Music PK-12
- 7) Amanda K. Shoemaker – Certification: Special Education PK-8; Grades PK-4
- 8) Allison L. Stiles – Certification: Grades PK-4

3. SUPPORT STAFF:

- a. Asad B. Abdullah – Substitute Bus Driver, at a rate of \$14.90/hour, effective September 26, 2014.

- b. Laura B. Albrecht – Support Staff Substitute
  - c. Laura B. Albrecht – Owatin Creek Part-Time Aide – Para PCA – Life Skills, at a rate of \$10.00/hour (+ \$.50/hour para stipend), effective October 22, 2014.
  - d. Linda A. DeBello – Junior High Full-Time Aide – PCA/Multi-Disabled Support, at a rate of \$10.00/hour, effective September 23, 2014.
  - e. Samantha H. Giampietro – Senior High Part-Time Guidance Secretary, replacing Melissa Newton, at a rate of \$10.00/hour, effective October 15, 2014.
  - f. Tracy L. Lis – Support Staff Substitute
  - g. Tracy L. Lis – Part-Time Secretary – Food Services, replacing Jennifer Schorr, at a rate of \$10.00/hour, effective October 22, 2014.
  - h. Mary M. Matetich-Patton – Senior High Part-Time Guidance Secretary, replacing Caroline Bastian, at a rate of \$10.00/hour, effective October 6, 2014.
  - i. Denise M. Sedler – Substitute Van Driver, at a rate of \$10.50/hour, effective October 2, 2014.
  - j. Allison E. Shurr – Senior High Substitute Aide – Health Room Assistant
  - k. Rebecka S. Wood – Support Staff Substitute
4. EXTRACURRICULAR STAFF:
- a. Winter Coaching Staff *(Attachment VI.C.4.a)*

D. CHANGE OF STATUS:

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

- 1. SUPPORT STAFF:
  - a. Shannon L. Buser – Owatin Creek Part-Time Aide – Library to Junior High Full-Time Guidance Secretary, replacing Irene Sabanos, at a rate of \$11.80/hour, effective October 31, 2014.
  - b. Carol J. Davidek – Senior High General Cafeteria Worker (4.25 hours) transferring to an open General Cafeteria Worker 4.50 hour position, replacing Laura Simmers, effective September 22, 2014. No change in salary.

- c. David Gibney, Sr. – Support Staff Substitute moving to Junior High Part-Time Aide – PCA/Multi-Disabled Support at a rate of \$10.00/hour, effective October 22, 2014.

E. LEAVES OF ABSENCE:

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

1. SUPPORT STAFF:

- a. Dawn M. Botley – Reiffon Aide requesting intermittent Family Medical Leave, as necessary, beginning September 26, 2014.

F. STAFF CONFERENCES:

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

Staff Conferences,  
Estimated Fees:

- 1. Attendee(s): Karen Denunzio, Julie Kline, Dave Myers  
Title: Assessment Practices Aligned to the PA Core  
Organization: BCIU  
Date(s): October 20, November 18, 2014, March 3, 2015  
Costs: Reg-\$780; Trans-\$0; Meals-\$0; Lodging-\$0; Sub-\$0; Wages-\$0  
**\$780.00**  
Total Cost: \$780.00
- 2. Attendee(s): Georgann Ganas, Michelle Raccuglia  
Title: Indicator 13 Training  
Organization: BCIU  
Date(s): October 21, December 11, 2014  
Costs: Reg-\$0; Trans-\$0; Meals-\$0; Lodging-\$0; Sub-\$400; Wages-\$0  
**\$400.00**  
Total Cost: \$400.00
- 3. Attendee(s): Pollyjo Kassas, Jane Rantz  
Title: Explosive, Challenging and Resistant Kids  
Organization: PESI (Valley Forge)  
Date(s): October 21, 2014  
Costs: Reg-\$378; Trans-\$32.67; Meals-\$0; Lodging-\$0; Sub-\$200; Wages-\$0  
**\$610.67**  
Total Cost: \$610.67
- 4. Attendee(s): Patricia Dahl  
Title: Critical Reading & Writing in Support of Learning  
Organization: Penn Literacy Network (Lancaster-Lebanon IU)  
Date(s): October 23, 2014  
Costs: Reg-\$0; Trans-\$37; Meals-\$0; Lodging-\$0; Sub-\$0; Wages-\$0  
**\$37.00**  
Total Cost: \$37.00

Staff Conferences,  
Estimated Fees:

5. Attendee(s): Allison Rogers  
Title: Berks County Truancy Reduction Initiative Update  
Organization: County Truancy Service  
Date(s): October 24, 2014  
Costs: Reg-\$0; Trans-\$0; Meals-\$0; Lodging-\$0; Sub-\$0; Wages-\$0  
**\$0.00** Total Cost: \$0.00
  
6. Attendee(s): Beverly Martin  
Title: Berks County Superintendent's Academy  
Organization: BCIU (Philadelphia, PA)  
Date(s): October 29-31, 2014  
Costs: Reg-\$0; Trans-\$0; Meals-\$0; Lodging-\$0; Sub-\$0; Wages-\$0  
**\$0.00** Total Cost: \$0.00
  
7. Attendee(s): Heather Hennessey  
Title: Indicator 13 Training  
Organization: BCIU  
Date(s): October 29, December 17, 2014  
Costs: Reg-\$0; Trans-\$0; Meals-\$0; Lodging-\$0; Sub-\$200; Wages-\$0  
**\$200.00** Total Cost: \$200.00
  
8. Attendee(s): William Cain, Heidi Rochlin  
Title: PLTW Summit: Learning Together, Inspiring America  
Organization: Project Lead the Way (PLTW) (Indianapolis, IN)  
Date(s): November 2-5, 2014  
Costs: Reg-\$1,090; Trans-\$774.10; Meals-\$240; Lodging-\$1,045; Sub-\$0;  
Wages-\$0  
**\$3,149.10** Total Cost: \$3,149.10 (to be paid with grant funds)
  
9. Attendee(s): Jill Quigley, Heather Shainline  
Title: Reading Mastery Classic  
Organization: BCIU  
Date(s): November 4, 2014  
Costs: Reg-\$0; Trans-\$0; Meals-\$0; Lodging-\$0; Sub-\$200; Wages-\$0  
**\$200.00** Total Cost: \$200.00
  
10. Attendee(s): Eric Orsag  
Title: BOC Level 1 Certification  
Organization: Pennsylvania College of Technology (Harrisburg)  
Date(s): November 5, 18, December 15, 2014; January 13, 27, February 10,  
2015  
Costs: Reg-\$0; Trans-\$0; Meals-\$0; Lodging-\$0; Sub-\$0; Wages-\$0  
**\$0.00** Total Cost: \$0.00
  
11. Attendee(s): Alexandrea Dunkelberger, Jason Zalno  
Title: 2014 STEM Conference  
Organization: Technology & Engr. Education Assn. of PA (Camp Hill, PA)  
Date(s): November 6-7, 2014  
Costs: Reg-\$140; Trans-\$150.08; Meals-\$0; Lodging-\$0; Sub-\$400;  
Wages-\$0  
**\$690.08** Total Cost: \$690.08



Staff Conferences,  
Estimated Fees:

12. Attendee(s): Karyn Alego  
Title: Low Incidence Video Modeling  
Organization: BCIU  
Date(s): November 13, 2014, February 13, April 8, 2015  
Costs: Reg-\$0; Trans-\$0; Meals-\$0; Lodging-\$0; Sub-\$300; Wages-\$0  
**\$300.00**  
Total Cost: \$300.00
13. Attendee(s): Karen Denunzio  
Title: Professional Development  
Organization: Pennsylvania Institute of Instructional Coaching (Penn State)  
Date(s): January 12-14, 2015; May 3-6, 2015  
Costs: Reg-\$0; Trans-\$339.64; Meals-\$0; Lodging-\$0; Sub-\$0; Wages-\$0  
**\$339.64**  
Total Cost: \$339.64
14. Attendee(s): Barbara Mengle  
Title: Advanced Para Strands – Year 1  
Organization: BCIU  
Date(s): January 19, June 15, 2015  
Costs: Reg-\$0; Trans-\$0; Meals-\$0; Lodging-\$0; Sub-\$0; Wages-\$0  
**\$0.00**  
Total Cost: \$0.00
15. Attendee(s): Brian Mishler  
Title: All-State Convention  
Organization: PMEA (Hershey, PA)  
Date(s): March 26-27, 2014  
Costs: Reg-\$110; Trans-\$50; Meals-\$70; Lodging-\$250; Sub-\$200; Wages-\$0  
**\$680.00**  
Total Cost: \$680.00

Accumulated Estimate of  
Staff Conference Fees:  
**\$7,386.49**

VII. Student Functions:

Mrs. Kutscher

- A. It is reported that the following field trip(s), within the 60-mile radius, have been approved:
1. Junior High Multi-Disabled students to local Exeter restaurants on the following dates: September 24, October 15, November 12, December 10, 2014; January 4, February 11, March 11, April 15, and May 13, 2015.
  2. Junior High Multi-Disabled students to local Target and Giant on the following dates: September 24, October 7, October 21, November 4, November 18, December 2, and December 16, 2014.
  3. Junior High Multi-Disabled students to the Exeter Public Library on October 3, 2014.
  4. Senior High Choral Music students to Parkland Senior High School on October 20, 2014, for District 10 Chorus auditions.



5. Senior High Photography students to Longwood Gardens on October 22, 2014.
  6. Senior High 11<sup>th</sup> and 12<sup>th</sup> grade students to attend the National College Fair at the Philadelphia Convention Center on October 26, 2014.
  7. Reiffton Life Skills students to Berks Career and Technology Center on October 28, 2014.
  8. Junior High Multi-Disabled students to Bowl-O-Rama on October 31, 2014.
  9. Junior High 8<sup>th</sup> Grade Early American Culture students to the National Constitution Center on the following dates: November 6 and 13, 2014 and May 7 and 14, 2015.
  10. Senior High Grade 12 Math students to Alvernia University on November 12, 2014, to participate in the Berks Math Championship.
  11. Senior High Literary Colloquy to Antietam Jr./Sr. High School to participate in the Fall Literary Colloquy on December 4, 2013.
  12. Reiffton Life Skills student to the Berkshire Mall on December 19, 2014.
  13. Junior High Multi-Disabled students to local Target and Giant on the following dates: January 6, January 20, February 3, February 17, March 3, March 17, April 17, May 5, and May 19, 2015.
  14. Reiffton Grade 5 students to the Philadelphia Museum of Art (by teams) on the following dates: May 26, 27 and 29, 2015.
- B. It is recommended that the following field trip, which is beyond the 60-mile radius, be approved:
1. Senior High Forensic Science Club members to the FBI Education Center and U.S. Crime Museum in Washington, D.C., on a date to be determined (during the last week of February, 2015).
- C. It is recommended that the Board of School Directors approves the adoption of a Settlement Agreement and Release to allocate 369.50 hours of compensatory education valued at \$65.62 per hour in a fund to be held by the District and to be accessible to parent/student to pay for legitimate educational expenses as defined by the Agreement, and \$10,000 in attorney fees, for Student # 141341 in a form acceptable to the Solicitor, and to settle all claims raised by the student and parents, and authorize the Board President and Secretary to execute that Settlement agreement and Release on behalf of the District.

- D. It is recommended that the Board of School Directors approves an Agreement for Provision of Private Academic Program between the Exeter Township School District and KidsPeace National Centers, Inc., to provide Private Academic Programming to special education pupils for the 2014-2015 school year, at a cost of \$156.83 per day.
- E. It is recommended that the Board of School Directors approves a contract agreement between the Exeter Township School District and Education Alternatives for ABA, LLC, to provide three (3) days per week of BCBA Consultation services and Direct ABA Therapy for students and/or classrooms identified by Exeter, at a rate of \$95/hour, for the 2014-2015 school year.
- F. It is recommended that the Board of School Directors approves the adoption of a Settlement Agreement and Release for the Exeter Township School District to establish and hold a compensatory fund for the sole use for legitimate educational expenses as defined by the Agreement in the amount of \$10,000, for Student #150305, and authorize the Board President and Secretary to execute that Settlement agreement and Release on behalf of the District.
- G. It is recommended that the Board of School Directors approves an agreement between the Exeter Township School District and the Wilson School District for Student #130110 to be enrolled in a special education class at the Wilson School District for the 2014-2015 school year, at a cost of \$52,182.50.
- H. It is recommended that the Board of School Directors approves a contract with the Pathway School for 2014-2015 School Year for a Therapeutic Academic Program for student #170114, at a cost of \$48,195.
- I. It is recommended that the Board of School Directors approves the request of Mr. and Mrs. Todd Weikel to enroll their daughter, Kaleen, in the Exeter Township Senior High School as a tuition student for the 2014-2015 school year in accordance with Policy #202.
- J. It is recommended that the Board of School Directors approves the request of senior, Kody Klopp, to attend Exeter Township Senior High as a nonresident student for the remainder of the 2014-2015 school year in accordance with Policy #202.
- K. It is recommended that the Board of School Directors approves the Spanish Club as a Student Activity account. The Spanish Club student activity funds shall be raised by students and expended for purposes related to the activity, with student participation in the decision making process regarding this club.
- L. It is recommended that the Board of School Directors approves the request of Margaret Anastasio, doctoral candidate at Immaculata University, to work with Dr. Sue Miller (online survey and interview) as she conducts her research as part of her dissertation through Immaculata University.

**DISCUSSION ITEM:**

General Fund Budget Timeline – FY 2015-2016; Act 1 Index – Anne Guydish