

EXETER TOWNSHIP SCHOOL DISTRICT

**200 ELM STREET
READING, PENNSYLVANIA 19606**



BOARD OF SCHOOL DIRECTORS

VOTING MEETING AGENDA

NOVEMBER 18, 2014

7:00 P.M.

ADMINISTRATION BUILDING

**EXETER TOWNSHIP SCHOOL DISTRICT
BOARD VOTING MEETING**

**Tuesday, November 18, 2014
7:00 P.M.**

Administration Building – Board Room

SUBJECT: Meeting of the Exeter Township Board of School Directors on Tuesday, November 18, 2014 at 7:00 p.m. at the Administration Building.

PRESENTATIONS:

- A. Financing Plan Update/Timeline, Review of Resolution – Jamie Schlesinger, PFM, and Peter T. Edelman, Stevens & Lee
- B. New Transportation Center Update – Justin H. Istenes, AIA, AEM Architects

BUILDING/PROGRAM REPORT:

- A. Special Education/Student Services – Dr. Sue Miller, Special Education Supervisor *(Attachment Rpt-A)*
- I. Formal Opening:
Welcome and Opening Comments Regarding Board Process
- II. Public Comment:
- III. Minutes:
 - A. Board Workshop Minutes – October 14, 2014 *(Attachment III.A)*
 - B. Board Voting Minutes – October 21, 2014 *(Attachment III.B)*
- IV. Treasurer’s Report: *(Attachment IV)*
- V. Business Functions: Mr. Staub
 - A. It is recommended that the Board of School Directors award contracts for FY 2015-2016 for the purchase of the following items through Berks County Joint Purchasing:

1. Unleaded Gasoline – Tank Wagon: PAPCO, Inc. \$2.6226 per gallon (current year - \$2.774/gal.)
2. Diesel – Transport: PAPCO, Inc. \$2.6346 per gallon (current year - \$2.9999/gal.)
3. Heating Oil – Tank Wagon: Talley Petroleum Enterprises Inc. \$2.8399 per gallon (current year - \$2.9433/gal.)
4. Natural Gas – DS Accounts: UGI 4.322/dth; NT Accounts: Direct Energy 4.863/dth (current year – DS 3.996/dth & NT 4.868/dth)
(Attachment V.A)

B. It is recommended that the Board of School Directors approve budget transfers for the month of October, 2014, in the amount of \$67,214.00. (Attachment V.B)

C. It is recommended that the Board of School Directors approve a property tax refund for 2014 in the amount of \$3,062.50 to property owners Michael L. & Charlene F. Calcasacco resulting from an exemption granted by the Department of Military and Veterans Affairs. (Attachment V.C)

D. It is recommended that the Board of School Directors approve a property tax refund for 2014 in the amount of \$3,114.57 to property owners Robert W. & Judith D. Henry resulting from an exemption granted by the Department of Military and Veterans Affairs. (Attachment V.D)

E. It is recommended that the Board of School Directors approve the property tax refund to the property owner St. Lawrence Properties due to reduction granted per Court Order and Stipulation (Docket # 13-24840). (Attachment V.E)

F. It is recommended that the Board of School Directors ratify the following change orders for the Owatin Creek Site Work re-bid project:

G-9	Supply and place geo-pavers on gravel walk way (walk path Remediation)	\$2,222.73
G-10	ADA Parking Field Revisions to ensure ADA parking on the Southwestern end of the auxiliary parking lot meets ADA guidelines	\$2,491.80

G. **It is recommended that the Board of School Directors approve the following change orders for the Owatin Creek Site Work re-bid project:**

Credit #14	SW 16 – Topsoil Stripping and Reinstallation	(\$25,944.00)
Credit #15	SW 17 – Earthmoving-Cut-For reuse on Site	(\$34,780.50)
Credit #16	SW 18 – Earthmoving-Fill-from on-site Excavation	(\$35,763.00)
Credit #17	SW 19 – Earthmoving Cut and remove from site	(\$22,584.72)
Credit #18	SW 7 – Stone Base for Pervious Asphalt Paving	(\$678.15)
G-11	SW8 – Topsoil above contract Quantity Allowance	\$32,931.92
G-12	SW9 – Amended soil above contract Quantity Allowance	<u>\$17,352.00</u>
	NET TOTAL	(\$69,466.45)

H. **It is recommended that the Board of School Directors authorize District Administration to purchase alarm, access, and security system equipment for the Administration Building at a cost not to exceed \$19,000. The capital project will be funded with Capital Reserve Funds.**

- I. It is recommended that the Board of School Directors approve the submission to Berks County Tax Claim Office the 2013 Exeter Township Interim Real Estate Taxes declared delinquent in the amount of \$4,700.12 (last year amount was \$33,032.41) and exonerate tax collector Charles Diamond from collection of same. *(Attachment V.I)*
- J. It is recommended that the Board of School Directors approve a resolution to issue the General Obligation Note, Series of 2015, in the aggregate principal amount of \$5,790,000 to provide funds for a current refunding of the General Obligation Bonds, Series A and B of 2009, and paying the costs and expenses of issuing the Note. The Board accepts the Commitment Letter from Customers Bank for the Note which bears a fixed interest rate of 1.35% per annum. *(Attachment V.J)*

VI. Personnel Committee: Dr. Bender

A. RESIGNATIONS:

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

1. SUPPORT STAFF:

- a. Valerie J. Klingelsmith – HR/Benefits Clerk (12-month), effective November 18, 2014.
- b. Raylin Ritenour – Reiffon (188-day) Secretary, effective November 6, 2014.

2. SCHOOL HEALTH SERVICES:

- a. Charles Givens, M.D. – School Physician, effective October 24, 2014.

3. EXTRACURRICULAR STAFF:

- a. Jennifer Lengyel – Senior High Girls Junior Varsity Assistant Basketball coach, effective November 12, 2014.

B. APPOINTMENTS:

It is recommended that the Board of School Directors approve or ratify the following appointments:

1. SUBSTITUTE TEACHERS:

- a. Certificated:
- 1) Jessica M. Hanley – Certification: Elementary K-6
- 2) Hanna M. Holland – Certification: Elementary K-6

- 3) Brittany L. Kauffman – Certification: PK-4
- 4) Christopher M. Palmer – Certification: Elementary K-6;
Social Studies 7-12

b. Guest Teachers:

- 1) Matthew B. Catagnus – BFA Industrial Fine Arts
- 2) Valerie L. Chamberlain – BA English
- 3) Kimberly M. Keim – BSW Social Work
- 4) Robert Q. Krotee – BS Health & PE (also certificated
teacher Health & PE PK-12)
- 5) Sara C. Scheirer – BS Communication Sciences &
Disorders
- 6) Diane L. Smith – BS Elementary Education

2. SUPPORT STAFF:

- a. Heather J. Kirlin – Lorane Part-Time Aide – Reading, replacing Sarah Bollinger, at a rate of \$10.00/hour, effective December 2, 2014.
- b. **Nancy A. Spohn – Cafeteria Substitute, at a rate of \$8.50/hour, effective November 11, 2014.**
- c. Tammy L. Steuer – Reiffton Part-Time Aide – Para PCA – Life Skills, at a rate of \$10.00/hour (+ \$.50/hour para stipend), effective November 19, 2014.
- d. **Nathan A. Trubilla – Substitute Bus Driver, at a rate of \$14.90/hour, effective November 6, 2014.**

3. EXTRACURRICULAR STAFF:

- a. Lisa Reppert – Senior High Girls Junior Varsity Head Basketball coach, at a salary of \$4,653 (Category 2, Level 6), effective for the 2014-2015 school year.

C. CHANGE OF STATUS:

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

1. SUPPORT STAFF:

- a. Patricia A. Istenes – Support Staff Substitute transferring to Owatin Creek Part-Time Aide – Classroom (4.0 hours/day), at a rate of \$10.00/hour, effective November 19, 2014.

- b. Gina M. Michalski – Lorane Elementary General Cafeteria worker (3.0 hour position) transferring to Senior High General Cafeteria worker (4.25 hour position) at no change in pay rate, effective November 3, 2014.
- c. Jessica R. Schach – Substitute Bus Driver transferring to Part-Time Bus Driver, at a rate of \$14.90/hour, effective October 14, 2014.
- d. Alexia Y. Sahaida – Support Staff Substitute transferring to Owatin Creek Part-Time Aide – Library (3.0 hours/day), at a rate of \$10.00/hour, effective November 19, 2014.
- e. Dawn M. Shook – Senior High Head Cook (7.5 hour position) transferring to Lorane Head Cook (6.24 hour position) at no change in pay rate, effective October 29, 2014.
- f. Robert H. Caldwell – Transferring from Grounds Relief position to Jacksonwald Mid-Shift Custodian, replacing Hector Tarango, at no change in base pay, effective November 4, 2014.

D. LEAVES OF ABSENCE:

It is recommended that the Board of School Directors approve or ratify the following leaves of absence:

1. CERTIFICATED STAFF:

- a. Kaisha D. J. McCulley – Bus Driver, requesting Family Medical Leave beginning November 3, 2014.
- b. Eileen K. Mohn – Bus Drive, requesting Family Medical Leave beginning September 2, 2014, through and including November 21, 2014.
- c. Kimberly A. Musselman – Junior High Physical Education teacher requesting an extension of leave of absence to include Child Rearing Leave through and including March 26, 2015, the last day of the third marking period of the 2014-2015 school year.

E. SUBSTITUTE TEACHER PER DIEM RATE:

It is recommended that the Board of School Directors approve the following changes in the daily pay rates for substitute teachers:

- 1. **\$105 (currently \$90)**
- 2. **\$110 after 20 days of cumulative work in a school year (currently \$95)**
- 3. **\$115 for retired teachers (currently \$115)**

F. COACH SALARY:

Resolved, that the Board of School Directors authorize payment to Joseph Cambria of the Senior High School Girls' Basketball Head Coach salary of \$6,966 for the 2012-2013 school year.

G. STAFF CONFERENCES:

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

Staff Conferences,
Estimated Fees:

1. Attendee(s): Susan Ummarino
Title: Community Based Instruction Video Modeling
Organization: BCIU
Date(s): November 13, February 13, April 8
Costs: Reg-\$0; Trans-\$0; Meals-\$0; Lodging-\$0; Sub-\$300; Wages-\$0
\$300.00
Total Cost: \$300.00
2. Attendee(s): Karen Williams
Title: Revising Standards for Early Childhood
Organization: PaTTAN
Date(s): November 17-19, 2014
Costs: Reg-\$0; Trans-\$0; Meals-\$0; Lodging-\$0; Sub-\$300; Wages-\$0
\$300.00
Total Cost: \$300.00
3. Attendee(s): Andrea Freese, Terry Lorah, Jeffrey MacFarland, Thea Machamer, Zachary Potter, Kim Shaw, Jason Zalno
Title: PA Project Lead the Way Conference
Organization: Project Lead the Way
Date(s): November 19, 2014
Costs: Reg-\$0; Trans-\$0; Meals-\$0; Lodging-\$0; Sub-\$300; Wages-\$0
\$300.00
Total Cost: \$300.00
4. Attendee(s): Robyn Shaffer
Title: Safety Care Recertification
Organization: BCIU
Date(s): November 19, 2014
Costs: Reg-\$0; Trans-\$0; Meals-\$0; Lodging-\$0; Sub-\$0; Wages-\$0
\$0.00
Total Cost: \$0.00
5. Attendee(s): Autumn Rheaume, Megan Schaeffer
Title: Mean Girls – What Educators Can Do to Address and Prevent Bullying
Organization: Developmental Resources
Date(s): December 4, 2014
Costs: Reg-\$149; Trans-\$0; Meals-\$0; Lodging-\$0; Sub-\$0; Wages-\$0
\$149.00
Total Cost: \$149.00

Staff Conferences,
Estimated Fees:

6. Attendee(s): Angela Roach
Title: Indicator 13 Training
Organization: BCIU
Date(s): December 11, 2014
Costs: Reg-\$0; Trans-\$0; Meals-\$0; Lodging-\$0; Sub-\$100; Wages-\$0
\$100.00 Total Cost: \$100.00
7. **Attendee(s): Christina Pinkerton**
Title: Secondary Art Exhibit
Organization: BCIU
Date(s): February 25, 2015
Costs: Reg-\$100; Trans-\$0; Meals-\$0; Lodging-\$0; Sub-\$100; Wages-\$0
\$100.00 **Total Cost: \$100.00**
8. Attendee(s): Kenneth Pitts
Title: Annual PASBO Conference
Organization: PASBO
Date(s): March 11-13, 2015
Costs: Reg-\$299; Trans-\$220; Meals-\$0; Lodging-\$0; Sub-\$0; Wages-\$0
\$519.00 **Total Cost: \$519.00**
9. Attendee(s): Sybillie Sparks
Title: PDE Data Summit 2015
Organization: PDE
Date(s): March 22-25, 2015
Costs: Reg-\$250; Trans-\$0; Meals-\$0; Lodging-\$0; Sub-\$0; Wages-\$0
\$250.00 **Total Cost: \$250.00**
10. Attendee(s): Linda Dell'Elmo
Title: Teaching Employability Skills
Organization: BCIU
Date(s): March 25, 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:
\$2,018.00

VII. Student Functions:

Mrs. Kutscher

- A. It is reported that the following field trip(s), within the 60-mile radius, have been approved:
1. Senior High 9th grade students to BCTC Wests Campus for a tour of the school on October 16, 20 and 22, 2014 (one group per day).
 2. Senior High E3 Club/Environmental Science Class to Hawk Mountain Sanctuary on November 8, 2014.

3. Senior High Quiz Bowl Team to the BCIU for the first Academic Challenge Competition on November 11, 2014.
 4. **Junior High 8th Grade Orchestra and Chorus to Boscov's East to perform at Boscov's Special Needs Shopping Day on December 2, 2014.**
 5. Junior High Multi-Disabled students to the Berkshire Mall on December 5, 2014.
 6. **Senior High Quiz Bowl members to Kutztown University on December 9, 2014 and to the BCIU on January 6, and February 2, 2015, for Academic Challenge matches.**
 7. Reiffton 6th Grade students to the Senior High School on December 11, 2014, to rehearse for the holiday concert.
 8. Reiffton 5th Grade students to the Senior High School on December 16, 2014, to rehearse for the holiday concert.
 9. **Junior High 8th Grade Orchestra and Chorus to Elmcroft Assisted Living Center to perform holiday music on December 18, 2014.**
 10. **Senior High Autistic Support students to the Berkshire Mall on December 18, 2014.**
 11. **Senior High Science Olympiad members to Kutztown University to compete in the Berks County Science Olympiad on January 8, 2015.**
 12. **Senior High Chess Club members to Governor Mifflin High School on February 10, 2015 and to Wilson High School on February 17, 2015 for chess matches.**
 13. Junior High Music students to Hershey Park to participate in Music in the Parks on May 9, 2014.
 14. Owatin Creek 2nd grade students to Old Dry Road Farm on May 13, 26 and 27, 2014 (one group per day).
- B. It is recommended that the following field trip, which is beyond the 60-mile radius, be approved:
1. Senior High Band, Orchestra and Chorus members to perform at Disney World, Orlando, FL on December 10-14, 2015.

VIII. Curriculum/Programs:

Mr. Diesinger

IX. Curriculum Committee:

Mr. Diesinger

- X. Technology Committee: Mr. Jupina
- XI. Berks County Intermediate Unit Board of Directors: Mr. Quinter
- XII. Athletic Committee: Mr. Staub
- XIII. District Growth/Legislative Liaison/Township Liaison: Mr. Quinter
- XIV. Public Relations: Mr. Cramer
- XV. Berks Career & Technology Center Joint Operating Committee: Mr. Diesinger
- XVI. Facilities Committee: Mr. Brady
- XVII. Audit Committee: Mr. Staub
- XVIII. Payment Requests: Mrs. O'Brien-Pieja
(Attachment XVIII)
- XIX. Superintendent's Report: Dr. Martin