

EXETER TOWNSHIP SCHOOL DISTRICT

**200 ELM STREET
READING, PENNSYLVANIA 19606**



BOARD OF SCHOOL DIRECTORS

VOTING MEETING AGENDA

DECEMBER 16, 2014

7:00 P.M.

ADMINISTRATION BUILDING

**EXETER TOWNSHIP SCHOOL DISTRICT
BOARD VOTING MEETING**

**Tuesday, December 16, 2014
7:00 P.M.**

Administration Building – Board Room

SUBJECT: Meeting of the Exeter Township Board of School Directors on Tuesday, December 16, 2014 at 7:00 p.m. at the Administration Building.

PRESENTATIONS:

- A. Review of Bank Loan RFP results for Step B (Series A of 2015), and Parameters Resolutions for Steps 2 & 3 for Refunding of Series 2010 – Jamie Schlesinger, PFM, Inc., and Peter T. Edelman, Stevens and Lee
 - B. Teachers in the Park (TIPS) – Mr. Matthew Hathaway
 - C. Review and Discussion of 2015-2016 Preliminary General Fund Budget – Anne Gydish, Business Manager
- I. Formal Opening:
Welcome and Opening Comments Regarding Board Process
- II. Public Comment:
- III. Minutes:
- A. Board Workshop Minutes – November 11, 2014 *(Attachment III.A)*
 - B. Board Voting Minutes – November 18, 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 approves budget transfers for the month of November, 2014, in the amount of \$16,566. *(Attachment V.A)*

B. 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 Exeter Township consisting of 1,486 delinquent per capita and 619 exonerated per capita bills (90% collection rate), and authorize the district to submit the delinquent per capita bills to Berkheimer Associates for collection. Prior year consisted of 1,186 delinquent per capita and 718 exonerated per capita bills (91.8% collection rate).

C. It is recommended that the Board of School Directors ratifies the following change orders:

G-10 – Supply and place trees	\$4,262.58
G-13 – Remove Existing Trees	\$1,149.70
G-19 – Patching of Concrete	(\$4,408.69)
G-21 – Topsoil Top Dressing	<u>(\$773.40)</u>
Net Total	(\$230.19)

D. It is recommended that the Board of School Directors accepts the FY 2013-2014 audit report as prepared by Maillie LLP, and authorize distribution of the report.

E. Appoint representatives and alternate representatives to:

- A. Berks Career and Technology Joint Operating Committee
- B. Berks County Intermediate Unit
- C. Legislative Liaison
- D. Parent Forum
- E. Township/Borough Liaison

(Attachment V.E-F)

F. Appoint Committees:

- 1. Audit
- 2. Business Functions
- 3. Curriculum
- 4. District Athletic
- 5. Executive Compensation
- 6. Facilities
- 7. Personnel
- 8. Student Functions

G. It is recommended that the Board of School Directors designates Business Manager, Anne C. Guydish, as the District's alternate management representative to the Berks County School Districts Health Trust Board of Trustees. Anne C. Guydish will attend meetings in the event that Dr. Elizabeth A. Weber is unable to attend a regularly scheduled meeting of the Board of Trustees, and will be authorized to exercise all of the authority, rights, powers and privileges appertaining to a trustee.

- H. It is recommended that the Board of School Directors authorizes District Administration to accept a proposal from School Operation Services Group, Inc. for per diem substitute support personnel. The hourly fee paid to SOS for substitute services will be \$15.00/hour. School Operation Services Group is a choice for the District when support personnel absences warrant coverage.
- I. It is recommended that the Board of School Directors approves payment to Joseph Cambria and David W. Crossett, Esquire, for interest at a rate of 6% for 21 months, in the amount of \$731.43, on wages previously paid to Joseph Cambria.
- J. It is recommended that the Board of School Directors approves a resolution in support of the Education Funding Lawsuit (see attached).
(Attachment V.J)
- K. It is recommended that the Board of School Directors establishes a minimum present value debt service savings to the School District, after payment of all costs of issuance related to the refunding(s) of General Obligation Bonds, Series 2010 of at least 8% for Step 2 - Series A of 2015, and at least 6% for Step 3 – Series B of 2015.**
- L. It is recommended that the Board of School Directors approves a parameters resolution to issue debt (Series A of 2015) in an aggregate principal amount not to exceed Twelve Million Six Hundred Fifty Thousand Dollars (\$12,650,000). The funds will provide for the following: (1) the refunding of a portion of the School District's outstanding General Obligation Bonds, Series of 2010; and (2) paying the costs and expenses of issuance of the debt obligation. (See DRAFT Resolution, attached.)
(Attachment V.L)
- M. It is recommended that the Board of School Directors approves a parameters resolution to issue debt (Series B of 2015) in an aggregate principal amount not to exceed Seven Million Two Hundred Fifteen Thousand Dollars (\$7,215,000). The funds will provide for the following: (1) the refunding of the School District's outstanding General Obligation Bonds, Series of 2010; and (2) paying the costs and expenses of issuance of the debt obligation. (See DRAFT Resolution, attached.)
(Attachment V.M)
- N. It is recommended that the Board of School Directors approves the donation of photography dark room supplies to the Senior High School from a local citizen, Douglas LaFauci.
- O. It is recommended that the Board of School Directors approves the property tax refund to the property owner William & Della Brunner as a result of the barn, canopy and an older mobile home destroyed by fire.
(Attachment V.O)

A. APPOINTMENTS:

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

1. CERTIFICATED STAFF:

- a. Jennifer L. Ronayne – Extension of Junior High Health and PE Long-Term Substitute Teacher position to continue through (and including) March 26, 2015.

2. SUBSTITUTE TEACHERS:

a. Certificated:

- 1) Nicholas J. Fox – Certification: Mathematics 7-12
- 2) Brielle C. Gromlich – Certification: Grades PK-4
- 3) Lauren M. O'Brien – Certification: Elementary K-6

3. EXTRACURRICULAR STAFF:

- a. Daniel V. Wegman – Senior High School Junior Varsity Assistant Girls Basketball Coach, at a salary of \$4,653 (Category 2, Level 6), effective for the 2014-2015 school year.

B. 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. Dorothy Dragan – Transferring from Assistant Head Cook (6.75 hour position) to Head Cook (7.5 hour position) at the Senior High, at a rate of \$20.23/hour, effective November 24, 2014.
- b. Eileen A. Malone – Transferring from Part-Time Guidance Secretary (4.5 hours/day) to Full-Time (188-day) Secretary at Reiffton School, at no change in rate, effective November 24, 2014.
- c. Richard S. Veas – Transferring from Mechanic Helper to Mechanic, at a rate of \$14.50/hour, effective December 22, 2014.
- d. Daniel V. Wegman – Transferring from Senior High Aide – In School Suspension to Grounds/Relief position, at no change to base pay, with an effective date to be determined.

C. LEAVES OF ABSENCE:

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

1. CERTIFICATED STAFF:

- a. Diana K. Bogust – Owatin Creek Physical Education/Health Teacher requesting Family Medical Leave following the use of sick days, beginning March 10, 2015, through the end of the 2014-2015 school year.
- b. Heather E. Hennessey – Senior High Special Education Teacher requesting Family Medical Leave and Child Rearing Leave following the use of sick days beginning February 9, 2015 through the end of the first semester of the 2015-2016 school year.
- c. Mary S. Montanya – Junior High Special Education Teacher requesting Family Medical Leave beginning January 2, 2015 through and including March 27, 2015, returning to the classroom on March 30, 2015.

D. CONTRACTS:

1. It is recommended that the Board of School Directors offers a three-year contract to Dr. Beverly A. Martin, Superintendent, beginning on July 1, 2015 and ending on June 30, 2018 under terms to be negotiated by the Executive Compensation Committee and approved by the Board.
2. **It is recommended that the Board of School Directors offers a five-year contract to Anne C. Guydish, Business Manager, beginning on July 1, 2015 and ending on June 30, 2020 under terms to be negotiated by the Executive Compensation Committee and approved by the Board.**

E. SALARY ADJUSTMENTS:

1. **It is recommended that the salaries and wages for the following personnel be established, effective the date indicated:**

Dr. Beverly A. Martin – \$160,000 – July 1, 2014
Dr. Todd M. Davies – \$134,000 – April 2, 2015
Dr. Elizabeth A. Weber – \$105,500 – January 5, 2015
Mrs. Anne C. Guydish – \$115,000 – July 1, 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): Robert Darrah
Title: Principles of Engineering (POE) Course Training
Organization: Project Lead the Way (PLTW) (Columbia, SC)
Date(s): January 2-11, 2015
Costs: Reg-\$2,400; Trans-\$500; Meals-\$300; Lodging-\$1,275; Sub-\$660;
Wages-\$0
\$5,135.00 Total Cost: \$5,135.00 (Cost to be paid by the ECEF)

2. Attendee(s): Pollyjo A Kassas
Title: Student Assistance Training
Organization: CARON
Date(s): January 13-15, 2015
Costs: Reg-\$0; Trans-\$24; Meals-\$0; Lodging-\$0; Sub-\$330; Wages-\$0
\$354.00 Total Cost: \$354.00

3. Attendee(s): Alexandra Dunkelberger
Title: SAP Training
Organization: CARON
Date(s): January 27-29, 2015
Costs: Reg-\$0; Trans-\$0; Meals-\$0; Lodging-\$0; Sub-\$330; Wages-\$0
\$330.00 Total Cost: \$330.00

4. Attendee(s): Joseph Calamita
Title: Annual Conference
Organization: PA Educational Technology Expo & Conference (Pete & C)
Date(s): February 9-10, 2015
Costs: Reg-\$165; Trans-\$134.40; Meals-\$0; Lodging-\$0; Sub-\$0; Wages-\$0
\$299.40 Total Cost: \$299.40

5. Attendee(s): John McElwee
Title: PDE Data Summit
Organization: Data Quality Network
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

Accumulated Estimate of
Staff Conference Fees:
\$6,368.40

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 Choral Music students to the Scottish Rite Cathedral to perform with the Pretzel City Chorus on December 7, 2014.
 2. Senior High Student Council to the Salvation Army on December 17, 2014, for distribution of holiday gifts and food.

3. Junior High Multi-Disability students to Owatin Creek Elementary on December 19, 2014.
 4. 9th Grade students to Alvernia University, Penn State – Berks Campus, Kutztown University, Reading Area Community College and Albright College on February 10, 2015, to acquaint students with college atmosphere.
 5. 3rd and 4th Grade String students to the Senior High School for rehearsal and concert on February 10, 2015.
- B. It is recommended that the following field trip, which is beyond the 60-mile radius, be approved:
1. Senior High TSA Club members to travel to Stroudsburg High School for a competition on February 21, 2015.
- C. It is recommended that the Board of School Directors approves the request of Teri Lutz, to allow her son, senior Dalton Schwab, to attend Exeter Township Senior High as a nonresident student for the remainder of the 2014-2015 school year in accordance with Policy #202.

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