

Conrad Weiser Area School District
Robesonia, PA 19551

Agenda – August 19, 2015

PLEDGE OF ALLEGIANCE

ROLL CALL

ANNOUNCEMENTS

APPROVAL OF MINUTES – Margaret G. Rumbaugh

- A. Motion by _____, Seconded by _____, RESOLVED, that the reading of the Minutes of the regular meeting of the Board of School Directors for the month of July held on July 8, 2015; a special meeting held on August 5, 2015; and the agenda of the committee meetings held on August 5, 2015, be dispensed with and that the same be approved by voice vote.

Minutes

APPROVAL OF FINANCIAL REPORTS – Margaret G. Rumbaugh

Financial Reports

- A. Motion by _____, Seconded by _____, RESOLVED, that the financial reports be approved, as presented.

(Attachment Fa-1)

APPROVAL OF PAYMENT OF BILLS – David A. Christensen

- A. Motion by _____, Seconded by _____, RESOLVED, that by roll call vote the General Account bills (2014-15) be approved in the amount of \$630,240.91 and ratified in the amount of \$91,650.93 as presented, and the Treasurer be authorized to issue checks in the amounts indicated for the total amount of \$721,891.84;

General Bills
2014-15

And be it further,

RESOLVED, that the General Account bills (2015-16) be approved in the amount of \$693,550.64 and ratified in the amount of \$1,993,691.53 as presented, and the Treasurer be authorized to issue checks in the amounts indicated for the total amount of \$2,687,242.17;

General Bills
2015-16

And be it further,

RESOLVED, that the Cafeteria Account bills (2014-15) be approved in the amount of \$1,205.21 as presented, and the Treasurer be authorized to issue checks in the amounts indicated;

Cafeteria Bills
2014-15

And be it further,

RESOLVED, that the Cafeteria Account bills (2015-16) be approved in the amount of \$6,170.19 and ratified in the amount of \$9,243.32 as presented, and the Treasurer be authorized to issue checks in the amounts indicated for the total amount of \$15,413.51.

Cafeteria Bills
2015-16

PRESENTATIONS

- A Requests to speak to the Board of School Directors Requests to Speak
- B. Employee of the Month – Mrs. Hassler EOM
- C. Class Sizes at West Elementary School – Mrs. Hassler West Class Sizes

COMMUNICATIONS

Communications

- A. Reports
 - 1. Solicitor – Jon S. Malsnee, Esquire
 - 2. Student Council
 - 3. Berks County Intermediate Unit – David A. Christensen
 - 4. Berks Career & Technology Center– William T. Carl, Jr.
 - 5. Tax Collection Committee – Robin L. Robertson
 - 6. Education Foundation – Tammy Starner Wert

OLD BUSINESS

Old Business

NEW BUSINESS

New Business

BUDGET & FINANCE COMMITTEE – David A. Christensen, Chairperson

RESOLVED, that on the recommendation of the Administration and the Budget & Finance Committee, the Board of School Directors of the Conrad Weiser Area School District:

Consent Agenda

- 1. RLR authorizes Scott R. Michael and Robert G. Galtere representing the secondary administration, and Randall A. Grove and Robin L. Robertson representing central office, to sign for the payment of any expenditures from the athletic account for the 2015-16 school year, effective July 1, 2015. Athletic Account

2. RLR receives reports from the seven tax collectors in our school district and presents them to Herbein & Company, Inc., for audit and also exonerates them from the collection of all 2014 unpaid per capita taxes as set forth in their reports. Tax collectors are as follows:
- | | | |
|---------------------------|---|-------------------|
| Heidelberg Township | - | Carol Keppley |
| Marion Township | - | Susan Stum |
| North Heidelberg Township | - | Jack Kuhn |
| Robesonia Borough | - | Marshall Reynolds |
| South Heidelberg Township | - | Ann Marie Girard |
| Wernersville Borough | - | Debra Pierce |
| Womelsdorf Borough | - | Sandra Barnhart |
3. JLW authorizes the purchase of bread, rolls, dairy and non-dairy drinks for the 2015-16 school year.
(Attachment A-1)
4. RLR ratifies and approves an agreement with Inroads at Family Guidance, 1235 Penn Avenue, Suites 205-206, Wyomissing, PA 19610, for Employee Assistance Program services at a retainer fee of \$1,350.00 from July 1, 2015 through June 30, 2016.
5. RLR approves an agreement with Ephrata Mennonite School, 598 Stevens Road, Ephrata, PA 17522, to provide transportation for four Conrad Weiser students attending Ephrata Mennonite School at a cost of \$3,168.00 for the 2015-16 school year beginning August 24, 2015.
6. EJS approves an agreement with the Janus School, 205 Lefever Road, Mount Joy, PA 17522, for tuition in the amount of \$27,820.00 for a middle school special education student for the 2015-16 school year, with the District also paying the daily transportation costs totaling \$2,460.00, effective August 26, 2015.

2014 Tax Collector Reports

Cafeteria Purchases

Inroads – EAP

Ephrata Mennonite School Transportation

Placement – Janus

Discussion Agenda

1. JLW approves the cafeteria budget for the 2015-16 school year in the amount of \$1,319,820.00.
(Attachment A-2)

Cafeteria Budget

CURRICULUM COMMITTEE – Tammy Starner Wert, Chairperson

RESOLVED, that on the recommendation of the Administration and the Curriculum Committee, the Board of School Directors of the Conrad Weiser Area School District:

Consent Agenda

1. EJB renews an Agreement with the Berks County Intermediate Unit for school students taking on-the-road driver's education instruction, effective September 1, 2015.

BCIU – OTR Driver Ed

2. EJB approves a License Agreement for in-school services with The Progressions Company, Inc., 144 North Sixth Street, Reading, PA 19601, to provide mental health services for eligible District students, families or groups from August 31, 2015 through August 31, 2016, at no cost to the District. Progressions

Discussion Agenda

1. JMK approves the disposal of old textbooks at West Elementary School. Disposal of Books at West
(Attachment A-3)

EXTRA-CURRICULAR COMMITTEE – Mark D. Leidich, Chairperson

RESOLVED, that on the recommendation of the Administration and the Extra-Curricular Committee, the Board of School Directors of the Conrad Weiser Area School District:

Consent Agenda

1. SRM rescinds the July 8, 2015 approval of the following fall extra-curricular athletic position, personnel and salary for the 2015-16 school year: Rescind – JH Head Boys' Soccer Coach

<i>Name</i>	<i>Position</i>	<i>Yrs</i>	<i>Salary</i>
Mike McGee (relocated)	JH Head Boys' Soccer Coach	2	\$2,233.00

2. SRM approves the following fall extra-curricular athletic position, personnel and salary for the 2015-16 school year: JH Asst Volleyball Coach

<i>Name</i>	<i>Position</i>	<i>Yrs</i>	<i>Salary</i>
Jon Holota	JH Asst Volleyball Coach	1	\$1,781.86

3. SRM approves the following volunteer coaches for the 2015-16 school year: Volunteer Coaches

<i>Boys' Soccer</i>	<i>Cross Country</i>
Andrew Whitehead	Jen Potthoff

Golf
John Siefert

4. SRM approves the following additional personnel for contracted services for athletic events for the 2015-16 school year: Contracted Services for Athletic Events

Jeff Charnoff

5. RGG approves the following paid high school extra-curricular positions, personnel and salaries for the 2015-16 school year: Paid Extra-curricular Advisors – HS

<i>Advisor</i>	<i>Yrs</i>	<i>Activity</i>	<i>Salary</i>
Ray Edwards	10	AP Coordinator	\$1,371.29

Neal Lutz	9	AV/Stage Crew Advisor	\$2,392.29
Sean Hackett	9	AV/Stage Crew Asst Advisor	\$1,243.93
Adam Serfass	8	FFA Advisor	\$4,218.71
John Siefert	7	FFA Assistant Advisor	\$3,728.85
Michelle Strunk	6	Junior Class Co-advisor	\$420.21
Misty Witman	6	Junior Class Co-advisor	\$420.21
Hope O'Pake	8	Musical Director	\$2,277.48
Laura Moyer	4	Renaissance Advisor	\$1,970.66
John Rohm	10	Senior Class Advisor	\$1,246.73
Julie Mason	2	Sr. Project Coordinator	\$3,815.50
Beverly Wolfe	7	Student Council Co-advisor	\$679.51
Paula Prohaska	12	Student Council Co-advisor	\$832.51
Sandra Grajewski	20	Yearbook Co-advisor	\$1,741.62
Scott Wert	20	Yearbook Co-advisor	\$1,741.62
Scott Wert	20	Yearbook Financial Manager	\$1,300.51
Sean Hackett	21	Choraleers	\$1351.50
Neal Lutz	12	Jazz Band	\$969.00
Stefanie Schneck	8	CWTV	\$714.00
Dennis Harman	8	National Honor Society	\$714.00
Michael Noss	6	FBLA Co-Advisor	\$322.99
Frances Williams	6	FBLA Co-Advisor	\$322.99
Elizabeth Wissinger	7	FBLA Co-Advisor	\$373.99

Note: The salaries reflect a 2% increase in pay for returning personnel and no increase in the experience pay.

6. RGG approves the following unpaid high school extra-curricular positions and personnel for the 2015-16 school year:

Unpaid Extra-curricular Advisors
- HS

<i>Advisor</i>	<i>Yrs</i>	<i>Activity</i>
Jessica Alexander	8	Art Club Advisor
Barbara Boland	4	SADD Program Co-advisor
Kenneth Bright	10	Social Studies Club Co-advisor
Arlan Dietrich	28	Algorithmics Advisor
Arlan Dietrich	27	ACSL Advisor
Dawn Fry		Community Service (Volunteer)
Ashley Gartner	2	SADD Program Advisor
Sandra Grajewski	1	Science Olympiad
Chris Koper	1	Science Olympiad
Chris Koper	9	Physics Club Advisor
Heidi Luckenbill	5	Social Studies Club Co-advisor
Kathy Mohn	9	GSA Co-advisor
Zach Musser	9	Social Studies Club Co-advisor
Zach Musser	1	Ski Club Co-advisor
Stacey Osman	7	Academic Challenge Advisor
Stacey Osman	4	Renaissance Assistant Advisor
Diane Payne	7	Spanish Club Advisor
John Rohm	8	Ski Club Co-advisor
Eric Rothenberger	6	Social Studies Club Co-advisor
Diane Rurode	28	JCL Advisor
Andrea Schaeffer	8	PA Math League
Kristen Simons	9	GSA Co-advisor
Tiffany Smith	7	Key Club Co-advisor
Liz Schrack	1	Key Club Co-advisor
Ashley Snyder	5	German Club Advisor

7. RGG approves the following volunteers for the 2015-16 school year:

Volunteer Marching Band

Marching Band
Kenneth Ayers
Nick Merson

8. RKB approves the following paid middle school extra-curricular positions, personnel and salaries for the 2015-16 school year:

Paid Extra-curricular Advisors
- MS

<i>Advisor</i>	<i>Yrs</i>	<i>Activity</i>	<i>Salary</i>
Natalie Fisher	27	Student Council	\$1344.54
Tabitha Meredith	17	FFA	\$3081.37
Nicole Natale	16	Musical	\$1040.60
Pamela Light	2	Renaissance	\$1890.13
Jennifer Gossert	9	Yearbook	\$465.12

Note: The salaries reflect a 2% increase in pay for returning personnel and no increase in the experience pay.

9. RKB approves the following unpaid middle school extra-curricular positions and personnel for the 2015-2016 school year:

Unpaid Extra-curricular Advisors
- MS

<i>Advisor</i>	<i>Yrs</i>	<i>Activity</i>
Phleane Kissling	23	Science Olympiad
Cynthia Murdough	16	Science Olympiad
Matthew Esser	2	Science Olympiad
Craig Matthew	13	Stage Crew
Natalie Fisher	19	Math Counts
Jill Fidazzo	9	Spelling Bee
Natalie Fisher	10	Morning Announcements
Allison Swoyer	3	Reading Olympics
Kelly Snyder	6	Musical (tickets)
Pete Chamberlain	15	Harvest Run
Cynthia Murdough	15	Harvest Run

Discussion Agenda

1. SRM rescinds the July 8, 2015 approval of the following fall extra-curricular athletic positions, personnel and salaries for the 2015-16 school year:

Rescind – Fall Coaches

<i>Name</i>	<i>Position</i>	<i>Yrs</i>	<i>Salary</i>
Tammy Schucker	HS Asst Field Hockey	23	\$3,450.97
Jamie Rahn	JH Head Field Hockey	2	\$2,138.23

2. SRM approves the following fall extra-curricular athletic position, personnel and salary for the 2015-16 school year:

JH Head Boys' Soccer

<i>Name</i>	<i>Position</i>	<i>Yrs</i>	<i>Salary</i>
Chad Sterner	JH Head Boys' Soccer	1	\$2,096.30

FACILITIES/PROPERTY COMMITTEE - Dennis J. Manbeck, Chairperson

RESOLVED, that on the recommendation of the Administration

and the Facilities/Property Committee, the Board of School Directors of the Conrad Weiser Area School District:

Consent Agenda

1. RGG approves a reduction in the student fee for a reserved space in the high school parking lot from \$25.00 to \$15.00, and a fee of \$5.00 for a general parking tag for a space in the middle school parking lot.

Student Parking Fees

Note: Student parking is available to all students who attend the high school. If all available reserved spaces (168) in the high school lot are assigned, then a general parking tag will be issued for the middle school parking lot.

Discussion Agenda

1. RAG approves an agreement with Bethany Children's Home for rental of two classrooms in the Adams/Brumbaugh Center beginning August 26, 2015, and ending on June 30, 2016, at a cost of \$12,600.00, plus utilities and custodian service.
2. RLR authorizes the administration to sell used cell phones through Gazelle.com.
3. EAL approves the following change order to Purcell Construction for the General Trades Contract for the Weiser Decisions Facility Alterations, Renovations and Upgrades Project (Church Street Property):

Lease with BCH – Shelter Care Program

Sale of Cell Phones

Church Street Property - Windows

GT-01 – “Replacement of Existing Windows” in the amount of \$46,000.00, increasing the contract total to \$680,900.00.

HUMAN RELATIONS COMMITTEE - Gary G. Neider, Chairperson

RESOLVED, that on the recommendation of the Administration and the Human Relations Committee, the Board of School Directors of the Conrad Weiser Area School District:

Consent Agenda

1. RGG approves payment of \$375.00 (15 hours at \$25/hour) to John Siefert, high school Ag/science teacher, for teaching a Keystone Biology Remediation course to high school students over a four-day period during the summer of 2015.
2. RGG approves payment of \$175.00 (7 hours at \$25/hour) to Denise Rathman, high school counselor and SVA Lead Counselor, for administering the Keystone Biology exam to high school students over a two-day period during the summer of 2015.
3. RAG approves Colleen Irwin as the ESL Coordinator at an additional salary of \$750.00 for the 2015-16 school year.

Keystone Biology Remediation

Keystone Biology Remediation

ESL Coordinator

4. EJS approves the appointment of Lindsay Estrada as head teacher at Weiser Decisions at an additional salary of \$500.00 for the 2015-16 school year. Weiser Decisions
Head Teacher
5. JMH/
JCH approves the appointment of the elementary Science Lab Coordinators for the 2015-16 school year as follows: Science Lab
Coordinators
- | | | |
|-----------------|-----------------|----------|
| East Elementary | Lisa Matthew | \$500.00 |
| West Elementary | Diane Hettinger | \$500.00 |
6. RGG approves secondary department chairpersons for the 2015-16 school year: Department Chairs
- | <i>Teacher/Department</i> | <i>No. of Dept
Members</i> | <i>Salary</i> |
|---|--------------------------------|----------------------|
| Sean Hackett
Tech Ed/TV/Music/Art | (7) | \$745.00 |
| Steven D. Heffner
Communications | (9) | \$795.00 |
| Diane Payne
Foreign Language | (4) | \$720.00 |
| Abbey Showalter and
Adam Sandoe
Health/Phys. Ed./Safety Education | (6) | \$360.00
\$360.00 |
| Arlan Dietrich
Mathematics | (8) | \$770.00 |
| Kristen Simons
Pupil Services | (10) | \$820.00 |
| Sandra Grajewski
Science/Agriculture | (9) | \$795.00 |
| Kenneth Bright
Social Studies | (8) | \$770.00 |
| Robert Dunmoyer
Special Education | (15) | \$945.00 |
| Lynne Angstadt
Family Consumer/Business | (7) | \$745.00 |
7. RAG accepts, with regret, the resignation of Valerie Macaronis, part-time social studies teacher at the high school, effective July 10, 2015. Resign – PT HS
Social Studies
8. RAG accepts, with regret, the resignation of Alaina Pavelko, special education learning support teacher at West Elementary School, effective July 29, 2015. Resign – LS at
West

Note: The district reserves the right to hold Mrs. Pavelko for

sixty days.

9. RAG accepts, with regret, the resignation of Jamie Leshar, special education autistic support teacher at West Elementary School, effective August 21, 2015. Resign – Autistic Support at West

Note: The district reserves the right to hold Mrs. Leshar for sixty days from July 23, 2015.

10. RLR accepts, with regret, the intent to retire of Melvin Edinger, Jr., custodian at East Elementary School, effective August 21, 2015. Retire – East Custodian

11. RLR approves the request of Amber Rowdon, certificated instructional aide at East Elementary School, for a parental leave of absence beginning approximately September 12, 2015, through January 4, 2016. Parental Leave – Cert Aide at East

12. EJB approves an agreement for contracted language arts coaching services for Grades 5 and 6 with Kathryn Polcrack, 34 Springhouse Drive, Myerstown, PA 17067, at a cost of \$60.00 per hour for a maximum of ten hours per week. Contracted Language Arts at MS

Note: This contracted service is funded through the professional development provision of the Accountability Block Grant for 2015-16.

13. RLR approves the transfer of Tabitha Britton from noon-time aide to part-time (4½ hours/day) special education instructional aide at East Elementary School at an hourly rate of \$10.15 beginning August 24, 2015, and continuing through the end of the 2015-16 school year. Transfer – Sp Ed Instr Aide at East

Discussion Agenda

1. EJS ratifies and approves the following substitute transportation aides for the 2015 Extended School Year program for eligible Conrad Weiser special education students at an hourly rate of \$8.50: ESY – Substitute Transportation Aides

Romaine Zimmerman (effective July 22, 2015)
Melany Keys (effective July 31, 2015)

2. EJB approves the following mentors for the 2015-16 school year at an additional salary of \$500.00 (or \$250.00 per semester): Mentors

<i>Mentor</i>	<i>Protégé</i>
Deb Boor	Lauren Guido Mengel
Shannon Gray	Molly Luckenbill
Jessica Alexander	Ryan Knarr
Kerry Gable	Sally Cusimano
Morgan Chelius	Kathy Muldoon

3. RAG approves the following changes in the salary status of Professional Employees, effective August 24, 2015: Salary Adjustments

	<i>From</i>	<i>To</i>
Cassandra Eccles	B ⁺²⁴ – Step 4 \$47,836.00	M – Step 4 \$50,811.00
Carey Hirneisen	M ⁺¹⁵ – Step 17 \$71,681.00	M ⁺³⁰ – Step 17 \$74,307.00
Colleen Holt	M – Step 15 \$65,912.00	M ⁺¹⁵ – Step 15 \$68,864.00
Kelly Knapper	B – Step 6 \$48,833.00	M – Step 6 \$52,900.00
Elizabeth Schrack	B – Step 5 \$47,786.00	M – Step 5 \$51,856.00
Christopher Tadley	B – Step 3 \$45,958.00	B ⁺²⁴ – Step 3 \$47,052.00
John Young	M – Step 15 \$65,912.00	M ⁺¹⁵ – Step 15 \$68,864.00

4. RGG approves the following high school paid position and salary for the 2015-16 school year:

Sr. Project Coordinator

<i>Advisor</i>	<i>Yrs</i>	<i>Activity</i>	<i>Salary</i>
Julie Mason	2	Sr. Project Coordinator	\$3,815.50

5. RAG accepts, with regret, the resignation of Jason Kraft, special education emotional support teacher at Weiser Decisions, effective August 20, 2015.

Resign – ES at Weiser Decisions

Note: The district reserves the right to hold Mr. Kraft for sixty days from August 6, 2015.

6. RLR accepts, with regret, the resignation of Jamie Rahn, special education instructional aide at the middle school, effective August 21, 2015.

Resign – Sp Ed Instr Aide at MS

7. RAG approves an uncompensated leave of absence for Tiffany Smith, learning support teacher at the middle school, effective August 24, 2015.

Uncomp Leave – MS LS

8. RLR approves the transfer of Shannon Shearer, part-time (4½ hours/day) special education instructional aide at the high school, to a long-term substitute for Paula Christensen, special education instructional aide at the middle school (7 hours/day), at an hourly rate of \$10.15, effective August 24, 2015.

Transfer – LTS Sp Ed Instr Aide at MS

9. RLR approves an increase in hours for Carol Wenrich, part-time food service worker at the middle school, from 3 hours/day to 4½ hours/day, effective August 24, 2015.

FSW at MS

Note: This is a replacement for Malissa Jacobs (deceased).

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|-----|-----|---|---|
| 10. | RLR | approves the employment of substitute support staff personnel for the 2015-16 school year at the rate of \$8.50/hour.

(Attachment A-4) | <u>Substitute
Support Staff</u> |
| 11. | RAG | approves the employment of substitute teachers for the 2015-16 school year at the rate of \$95.00 per day.

(Attachment A-5) | <u>Certificated
Aides/Substitute
Teachers</u> |
| 12. | RLR | approves the employment of Robin Henning, 241 Smokering Drive, Robeson, PA 19551, as a part-time (2 hours/day) noon-time aide at West Elementary School at an hourly rate of \$9.00, effective August 24, 2015. | <u>Hire – NTA at West</u> |

Note: This is a replacement for Nancy Fralick (retired).

Information Items

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|----|-------------|--|-----------------------------------|
| 1. | RAG/
RLR | The following changes in assignments and/or building/grade level changes will occur at the beginning of the 2015-16 school year: <ul style="list-style-type: none">• Morgan Chelius from Grade 2 at West Elementary to Grade 4 at East Elementary.• Catherine Leonhard from certificated instructional aide at West Elementary to East Elementary.• Geneva Aulenbach from certificated instructional aide at East Elementary to West Elementary.• Kelly Snyder from Grade 6 to Elementary Gifted Support (new position).• Tim Feeg from Grade 1 at East Elementary to Grade 5 at the middle school to replace Melani Sanders (transferred).• Jennifer Potthoff from Grade 4 at East Elementary to Grade 6 at the middle school to replace Kelly Snyder (transferred).• Susanne Kostaras from Learning Support to Life Skills/Learning Support at the middle school (new position).• Tiffany Smith from Learning Support at the high school to Learning Support at the middle school to replace Susanne Kostaras (transferred).• Amanda Pacheco, part-time (4 ½ hour/day) special education instructional aide, from East Elementary to | <u>Changes in
Assignments</u> |
|----|-------------|--|-----------------------------------|

the middle school to replace Sherri Long (transferred).

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|----|-----|--|--|
| 2. | RLR | Noreen Heller, special education personal care/transportation aide and support staff substitute, will return to work from a leave of absence on August 24, 2015. | <u>RTW – Sp Ed Aide</u> |
| 3. | RLR | Wendy Bright transferred from Secretary in the high school office/library to Secretary to the Athletic Director and Director of Facilities. | <u>Sec to AD and Dir of Facilities</u> |

POLICY

Policy

SUPERINTENDENT’S REPORT

Supt Report

ADMINISTRATION REPORTS

Adm Reports

- | | | |
|----|---|-------------------|
| A. | Enrollment | (Attachment S-1) |
| B. | Assistant Superintendent | (Attachment AS-1) |
| C. | Director of Business | (Attachment Ca-1) |
| | 1. Director of Food Services | (Attachment Cb-1) |
| | 2. Director of Facilities | (Attachment Cc-1) |
| D. | West Elementary Principal | (Attachment EI-1) |
| E. | East Elementary Principal | (Attachment EI-2) |
| F. | High School Principal | (Attachment HS-1) |
| | 1. Assistant High School Principal
(none this month) | (Attachment HS-2) |
| | 2. Assistant High School Principal
(none this month) | (Attachment HS-3) |
| G. | Middle School Principal | (Attachment MS-1) |
| | 1. Assistant Middle School Principal
(none this month) | (Attachment MS-2) |
| H. | Director of Special Education | (Attachment Sp-1) |
| I. | Director of Athletics | (Attachment DA-1) |
| J. | Director of Technology | (Attachment T-1) |