

Conrad Weiser Area School District  
Robesonia, PA

Minutes – December 18, 2013

At 6:30 p.m., President Margaret G. Rumbaugh called to order the regular meeting for the month of December of the Board of School Directors of the Conrad Weiser Area School District, followed by the pledge to the flag of the United States of America.

**Present for the Meeting**

*Board Members*

William T. Carl Jr., Francis J. Kaczmarczyk, Mark D. Leidich, Dennis J. Manbeck, Gary G. Neider, Bret A. B. Sabold, Tammy Starner Wert, and Margaret G. Rumbaugh

*Solicitor*

Jon S. Malsnee, Esquire

*School Personnel*

Randall A. Grove, Erik J. Bentzel, Robin L. Robertson, Edward J. Skoczen Jr., Betsy A. Adams, Robert G. Galtere, Alissa B. Sweigart, Peter J. Aiken, Jennifer M. Hassler, Janet C. Heilman, Russell J. Kline, Jennifer L. Wilinsky, Clark A. Knarr, Stacy L. Miller, Kathleen A. Mohn and Nancy L. Flory

*Student Council Members*

Kirsten Lebo

**ANNOUNCEMENTS**

Announcements

**APPROVAL OF MINUTES** – Margaret G. Rumbaugh

- A. Motion by Manbeck, Seconded by Kaczmarczyk, RESOLVED, that the reading of the Minutes of the regular meeting of the Board of School Directors for the month of November held on November 20, 2013; the reorganization meeting held on December 4, 2013; a special meeting held on December 4, 2013; and the agenda of the committee meetings held on December 4, 2013, be dispensed with and that the same be approved by voice vote.

Minutes

This resolution was duly adopted by the following vote:

Aye: Carl, Kaczmarczyk, Leidich, Manbeck, Neider, Sabold, Starner Wert, and Rumbaugh ..... 8

**APPROVAL OF FINANCIAL REPORTS** – Margaret G. Rumbaugh

Financial Reports

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

(Attachment Fa-1)

This resolution was duly adopted by the following vote:

Aye: Carl, Kaczmarczyk, Leidich, Manbeck, Neider, Sabold, Starner Wert, and Rumbaugh ..... 8

**APPROVAL OF PAYMENT OF BILLS** – David A. Christensen

A. Motion by Starner Wert, Seconded by Leidich, General Bills  
RESOLVED, that by roll call vote the General Account bills be approved in the amount of \$549,934.69 and ratified in the amount of \$3,067,495.81 as presented, and the Treasurer be authorized to issue checks in the amounts indicated for the total amount of \$3,617,430.50;

and further,

RESOLVED, that the Cafeteria Account bills be approved in the amount of \$52,671.24 and ratified in the amount of \$97,448.78 as presented, and the Treasurer be authorized to issue checks in the amounts indicated for the total amount of \$150,120.02. Cafeteria Bills

These resolutions were duly adopted by the following roll call vote:

Aye: Carl, Kaczmarczyk, Leidich, Manbeck, Neider, Sabold, Starner Wert, and Rumbaugh ..... 8

B. Motion by Starner Wert, Seconded by Kaczmarczyk, Construction Bills – East/West Project  
RESOLVED, that by roll call vote the Construction Account bills for the East/West Project be approved in the amount of \$230,177.78 and the Treasurer be authorized to issue checks in said amounts.

This resolution was duly adopted by the following roll call vote:

Aye: Carl, Kaczmarczyk, Leidich, Manbeck, Neider, Sabold, Starner Wert, and Rumbaugh ..... 8

**PRESENTATIONS**

A. Employee of the Month – Mrs. Heilman recognized Steven Long, certificated instructional aide at East Elementary, for writing the music and lyrics to a song that highlights the new East Elementary expectations. EOM

B. Requests to speak to the Board of School Directors Requests to Speak

**COMMUNICATIONS**

Communications

A. Reports

1. Solicitor – Mr. Malsnee had no report.
2. Student Council – Kirsten Lebo reminded everyone of the upcoming Student Council breakfast.
3. Berks County Intermediate Unit – Mr. Christensen had no further report.
4. Berks Career & Technology Center– Mr. Carl had no further report.
5. Berks Earned Income Tax Bureau – Mr. Carl had no report.
6. Education Foundation – Mrs. Starner Wert reported that the Foundation awarded innovative teacher grants to the first grade teachers at West Elementary.

**OLD BUSINESS**

Old Business

**NEW BUSINESS**

New Business

**BUDGET & FINANCE COMMITTEE** – David A. Christensen, Chairperson

Consent Agenda

Mrs. Starner Wert asked for requests to move items from the Consent Agenda to the Discussion Agenda, and there were none.

Motion by Starner Wert, Seconded by Kaczmarczyk, 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 approves salary adjustments for the following qualified support staff based on Continuing Education Units (CEU's), effective January 1, 2014:

1. RLR

CEU's

Paulette Antonucci	-	\$134.40
Leah Bergum	-	\$64.75
Georgeann Devine	-	\$134.40
Melissa Gartner	-	\$67.20
Joni Heimbach	-	\$64.75
Melany Keys	-	\$134.40
Kelley Noecker	-	\$104.40
Lisa Oxenreider	-	\$104.40
Terese Reimenschneider	-	\$212.63
Pam Schoonover	-	\$152.63
Beth Shartle	-	\$2,088.00
Debra Staudt	-	\$67.20

Gloria Strunk	-	\$134.40
Colleen Toal	-	\$134.40
Bonnie Ulrich	-	\$208.80
Sharon Weidner	-	\$69.38
Cathy Wolfskill	-	\$201.60

2. RLR authorizes intervention in the assessment appeal filed in the Berks County Court of Common Pleas by Sonoco Products Inc., No. 13-24539, for property located at 30 Meadow Avenue, Robesonia Borough, PIN 74-4347-16-82-7977;

Assessment Appeal-Sonoco Products

And further,

directs its solicitor, Jon S. Malsnee, Esq., and its administration and officers, to take all action necessary to protect the District's interests in the appeal.

These resolutions were duly adopted by the following vote:

Aye: Carl, Kaczmarczyk, Leidich, Manbeck, Neider, Sabold, Starner Wert, and Rumbaugh ..... 8

Discussion Agenda

None

**CURRICULUM COMMITTEE** – Tammy Starner Wert, Chairperson

Consent Agenda

None

Discussion Agenda

1. EJB Motion by Starner Wert, Seconded by Kaczmarczyk, RESOLVED, that on the recommendation of the Administration and the Curriculum Committee, the Board of School Directors of the Conrad Weiser Area School District ratifies and approves renewal of the Agreement with the Berks County Intermediate Unit for school students taking on-the-road driver's education instruction, effective September 1, 2013.

BCIU – Driver Ed Program

This resolution was duly adopted by the following vote:

Aye: Carl, Kaczmarczyk, Leidich, Manbeck, Neider, Sabold, Starner Wert, and Rumbaugh ..... 8

Information Items

1. PJA The middle school bell schedule has been revised to allow for an additional minute of time between classes.  
(Attachment A-1)

MS Bell Schedule

2. RAG The December 10, 2013 snow day will be made up on Wednesday, June 11, 2014.

Snow Make-Up Day

**EXTRA-CURRICULAR COMMITTEE** – Mark D. Leidich, Chairperson

Consent Agenda

Mr. Leidich asked for requests to move items from the Consent Agenda to the Discussion Agenda, and there were none.

Motion by Leidich, Seconded by Starner Wert, 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 approves extended season pay for the following fall sports coaches for the 2013-14 school year:

1. RJK

Extended Season Pay – Fall Sports

*Football*

Alan Moyer	18 days	-	\$943.34
Robert Tranquillo	18 days	-	\$660.34
John Stopper	18 days	-	\$660.34
Daniel Browne	18 days	-	\$660.34
Mike Robinson	18 days	-	\$660.34

*Cheering*

Kathleen Moffett	14 days	-	\$247.19
Heidi Williams	14 days	-	\$205.73

2. BAA approves extended season pay for the following marching band advisors for the 2013-14 school year:

Extended Season Pay – Band

Neal Lutz	3 days	-	\$64.57
Travis Hicks	2 days	-	\$41.88
Brian Selman	3 days	-	\$45.82
Janelle Ferrara	3 days	-	\$31.33
Jen Wolfe	2 days	-	\$34.81
Doreen Smeck	3 days	-	\$13.16

3. RJK approves the following volunteer coaches for the 2013-14 school year:

Volunteer Coaches

*Swimming*

Christy Doutrich

*Wrestling*

Nate Luckenbill

4. BAA rescinds the following high school extra-curricular paid positions, personnel and salaries for the 2013-14 school year:

Rescind – HS Musical Positions

<i>Advisor</i>	<i>Yrs</i>	<i>Activity</i>	<i>Salary</i>
Erin Aregood	6	Musical Backstage Manager	\$712.00
Rod Snyder	11	Musical Set Designer	\$1,524.00
Hope O’Pake	6	Musical Director	\$2,191.00

5. BAA approves the following high school extra-curricular paid positions, personnel and salaries for the 2013-14 school year.

HS Musical Positions

<i>Advisor</i>	<i>Yrs</i>	<i>Activity</i>	<i>Salary</i>
Hope O'Pake	6	Musical Director	\$2,100.00
Mel Byma	13	Costumes	\$1,000.00
Diana Cook	4	Rehearsal Pianist	\$800.00

These resolutions were duly adopted by the following vote:

Aye: Kaczmarczyk, Leidich, Manbeck, Neider, Sabold,  
 Starner Wert, and Rumbaugh ..... 7

Nay: Carl ..... 1

Discussion Agenda

None

Information Item

1. BAA The Ski Club trip to Killington, VT scheduled for January 17 to 20, 2014 and approved by the School Board on October 16, 2013, has been cancelled. Ski Club Trip

**FACILITIES/PROPERTY COMMITTEE** - Dennis J. Manbeck, Chairperson

Consent Agenda

None

Discussion Agenda

1. EAL Motion by Manbeck, Seconded by Neider, 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 approves the following change orders for the East Elementary Alterations and Upgrades Project: Change Orders- East Upgrades

MC-02	Myco Mechanical, Inc., Credit to accept color on unit ventilators	Deduct	(\$8,000.00)
MC-03	Myco Mechanical, Inc., Contract allowances	Deduct	<u>(\$10,000.00)</u>
	Total	Deduct	(\$18,000.00)

This resolution was duly adopted by the following vote:

Aye: Carl, Kaczmarczyk, Leidich, Manbeck, Neider, Sabold,  
 Starner Wert, and Rumbaugh ..... 8

**HUMAN RELATIONS COMMITTEE** - Gary G. Neider, Chairperson

Consent Agenda

Mr. Neider asked for requests to move items from the Consent Agenda to the Discussion Agenda, and there were none.

1. RLR Motion by Neider, Seconded by Carl,  
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 approves the employment of substitute support staff personnel for the 2013-14 school year at the rate of \$8.25/hour for cafeteria/noon-time aide substitutes and \$8.50/hour for clerical, custodial and instructional/transportation aide substitutes.  

(Attachment A-2)

Sub Support Staff
2. RAG approves the employment of substitute teachers for the 2013-14 school year at the rate of \$95.00 per day.  

(Attachment A-3)

Sub Teachers
3. RAG ratifies and approves December 3 and 4, 2013, as crossover days for Kristen Holweger, long-term substitute for Casey Troutman, learning support teacher at West Elementary, upon Ms. Troutman's return from parental leave.  

LTS Crossover Days – LS at West

These resolutions were duly adopted by the following vote:

Aye: Carl, Kaczmarczyk, Leidich, Manbeck, Neider, Sabold, Starner Wert, and Rumbaugh ..... 8

Discussion Agenda

1. RAG Motion by Neider, Seconded by Manbeck,  
ratifies and approves the election of Gary G. Neider as Secretary of the Conrad Weiser Area School Board for a four-year term beginning July 1, 2013 through June 30, 2017.  

Board Secretary

This resolution was duly adopted by the following vote:

Aye: Carl, Kaczmarczyk, Leidich, Manbeck, Neider, Sabold, Starner Wert, and Rumbaugh ..... 8
2. RLR Motion by Neider, Seconded by Starner Wert,  
ratifies and approves an uncompensated leave of absence for Christine Sackett, part-time special education transportation aide and part-time server in the high school cafeteria, from November 20 through December 2, 2013.  

Uncompensated Leave – Transportation Aide/Cafeteria Server

This resolution was duly adopted by the following vote:

Aye: Carl, Kaczmarczyk, Leidich, Manbeck, Neider, Sabold, Starner Wert, and Rumbaugh ..... 8

3. RAG Motion by Neider, Seconded by Starner Wert, approves the request of Abbey Showalter, Health and Physical Education teacher at the high school, to extend the end date of her uncompensated parental leave from the end of the first semester of the 2013-14 school year to the end of the second semester of the 2013-14 school year.

Extension of Leave  
- HS Health & PE

This resolution was duly adopted by the following vote:

Aye: Carl, Kaczmarczyk, Leidich, Manbeck, Neider, Sabold, Starner Wert, and Rumbaugh ..... 8

**ADDENDUM**

**HUMAN RELATIONS COMMITTEE** – Gary G. Neider, Chairperson

- 3a. RAG Motion by Neider, Seconded by Starmer Wert, RESOLVED, that on the recommendation of the Administration, the Board of School Directors of the Conrad Weiser Area School District approves the transfer of Abigail Kurzweg, certificated instructional aide at West Elementary, to an academic year Temporary Professional Employee in the Conrad Weiser Area School District at a prorated yearly salary of \$41,784.00 (B-Step 1) in accordance with the 2011-12 salary schedule.

Transfer – Cert  
Aide to K at West

Note: Education Level: Bachelors  
Undergraduate School: Millersville University  
Certification: Instr I – Elementary K-6  
Experience: Cert Aide at CW  
Employment: January 2, 2014  
Initial Assignment: Kindergarten at West

This is a new position.

This resolution was duly adopted by the following vote:

Aye: Carl, Kaczmarczyk, Leidich, Manbeck, Neider, Sabold, Starner Wert, and Rumbaugh ..... 8

- 3b. RAG Motion by Neider, Seconded by Leidich, approves the transfer of Catherine Hassler, certificated instructional aide at West Elementary, to a long-term substitute for Corrin Saxinger, Kindergarten teacher at West Elementary, at a daily rate of \$221.08 in accordance with the 2011-12 salary schedule, effective approximately January 22, 2014.

Transfer – Cert  
Aide to LTS K at  
West

Note: Education Level: Bachelors  
Undergraduate School: Kutztown University  
Certification: Instr. I – Elementary K-6  
Experience: Cert Aide at CW  
Employment: Approx January 22, 2014  
Initial Assignment: Kindergarten at West



Note: Should the regular employee return prior to the end of the leave, the long-term employment is terminated.

This resolution was duly adopted by the following vote:

Aye: Carl, Kaczmarczyk, Leidich, Manbeck, Neider, Sabold, Starner Wert, and Rumbaugh ..... 8

3c. RAG Motion by Neider, Seconded by Leidich, approves the transfer of Morgan Chelius, certificated instructional aide at East Elementary, to a long-term substitute for Nathan Ottaviani, Grade 4 at East Elementary, at a daily rate of \$221.08 in accordance with the 2011-12 salary schedule, effective January 21, 2014.

Transfer – Cert Aide to LTS Gr 4 at East

Note: Education Level: Bachelors  
Undergraduate School: Pennsylvania State University  
Certification: Instr. I – Elementary K-6  
Experience: Cert Aide at CW  
Employment: January 21, 2014 (includes two crossover days)  
Initial Assignment: Grade 4 at East

Note: Should the regular employee return prior to the end of the leave, the long-term employment is terminated.

This resolution was duly adopted by the following vote:

Aye: Carl, Kaczmarczyk, Leidich, Manbeck, Neider, Sabold, Starner Wert, and Rumbaugh ..... 8

**POLICY**

Policy

1. RAG RESOLVED, that on the recommendation of the Administration, the Board of School Directors of the Conrad Weiser Area School District receives the following policy of the Conrad Weiser Area School District Board Policy Manual:

Policy 123 – Interscholastic Athletics

Policy No. 123 – Interscholastic Athletics – 1<sup>st</sup> reading

(Attachment A-4)

This policy will be carried over to next month’s agenda for a second reading.

## **ADMINISTRATION REPORTS**

- A. Enrollment Reports [Enrollment](#)
- B. State Report Filings [State Reports](#)
- C. Assistant Superintendent [Asst. Superintendent](#)
- Dr. Bentzel prepared a written report that was distributed prior to the meeting.
- D. Director of Business [Director of Business](#)
- Mrs. Robertson prepared a written report that was distributed prior to the meeting.
1. Director of Food Services [Dir. Food Service](#)
- Mrs. Wilinsky prepared a written report that was distributed prior to the meeting.
2. Director of Facilities [Dir of Facilities](#)
- Mr. Lutz prepared a written report that was distributed prior to the meeting.
- E. West Elementary Principal [West Principal](#)
- Mrs. Hassler prepared a written report that was distributed prior to the meeting.
- F. East Elementary Principal [East Principal](#)
- Mrs. Heilman prepared a written report that was distributed prior to the meeting.
- G. High School Principal [HS Principal](#)
- Dr. Adams prepared a written report that was distributed prior to the meeting.
1. Assistant High School Principal [Asst. HS Principal](#)
- Mr. Galtere prepared a written report that was distributed prior to the meeting.
2. Assistant High School Principal [Asst HS Principal](#)

Mrs. Sweigart prepared a written report that was distributed prior to the meeting.

H. Middle School Principal

MS Principal

Dr. Aiken prepared a written report that was distributed prior to the meeting.

1. Assistant Middle School Principal

Asst MS Principal

Ms. Minch prepared a written report that was distributed prior to the meeting.

I. Director of Special Education

Director of Special Ed.

Mr. Skoczen prepared a written report that was distributed prior to the meeting.

J. Director of Athletics

Director of Athletics

Mr. Kline prepared a written report that was distributed prior to the meeting.

K. Director of Technology

Director of Technology

Mr. Knarr prepared a written report that was distributed prior to the meeting.

**ADJOURNMENT**

Motion by Carl, Seconded by Leidich,  
Adjourned 6:44 p.m.