

Conrad Weiser Area School District
Robesonia, PA 19551

Agenda – September 17, 2014

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 August held on August 20, 2014; a special meeting held on September 3, 2014; and the agenda of the committee meetings held on September 3, 2014, 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 be approved in the amount of \$410,887.63 and ratified in the amount of \$1,421,476.64 as presented, and the Treasurer be authorized to issue checks in the amounts indicated for the total amount of \$1,832,364.27;

General Bills

and further,

RESOLVED, that the Cafeteria Account bills be approved in the amount of \$47,084.03 and ratified in the amount of \$7,191.22 as presented, and the Treasurer be authorized to issue checks in the amounts indicated for the total amount of \$54,275.25.

Cafeteria Bills

PRESENTATIONS

- A. Requests to speak to the Board of School Directors
B. Employee of the Month – Mr. Knarr

Requests to Speak

EOM

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. Berks Earned Income Tax Bureau – William T. Carl, Jr.
 - 6. Education Foundation – Tammy Starner Wert

OLD BUSINESS

Old Business

NEW BUSINESS

New Business

- A. Pennsylvania School Boards Association Election of Officers

PSBA Officers

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. EJS ratifies and approves the special education agreement with the Berks County Intermediate Unit for programs and services for the 2014-15 school year in the amount of \$126,922.00, effective August 26, 2014.
- 2. EJS approves mileage reimbursement at the current IRS mileage rate in the amount of \$286.72 to the parents of a high school special education student for costs incurred while transporting their student to Vista School during four days in July.

Note: This will be paid from ACCESS funds.
- 3. EJS ratifies and approves an agreement with the NHS School, 641 Gregg Avenue, Reading, PA 19611, for the placement of a high school special education student at an annual tuition rate of \$28,144.80 for the 2014-15 school year, effective August 25, 2014.
- 4. RLR approves payment of an administrative service fee of \$2.75 per employee to United Concordia for participation in the employee dental insurance plan from January 1, 2015 to December 31, 2015.

BCIU – Sp Ed Agrmt

Mileage Reimbursement

Sp Ed Placement - NHS

United Concordia

Discussion Agenda

1. RLR ratifies and approves an agreement between Conrad Weiser Area School District and General Healthcare Resources, Inc., for substitute nursing services for the 2014-15 school year at an hourly rate of \$46.00 for the services of an RN and \$40.00 for the services of an LPN, effective August 26, 2014. Contracted Nurses

2. EJS ratifies and approves the placement of an elementary special education student at Cornwall Lebanon IU 13 (South Lebanon Elementary School), multiple disabilities classroom, at an annual tuition rate of \$38,260.53, with the District also paying transportation costs in the amount of \$221.95 per day, effective September 8, 2014. Sp Ed Placement – IU 13

3. RLR approves an agreement with the Berks County Intermediate Unit for E-rate processing and consulting services at a cost of \$4,500.00 for the 2015 E-rate fund year from July 1, 2015 to June 30, 2016. BCIU E-rate

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. RAG approves an Agreement for Nursing Services with the Berks Career and Technology Center. BCTC Nursing Agrmt
(Attachment A-1)

2. JMH approves the discard of materials at West Elementary School. Discard Materials at West Elementary
(Attachment A-2)

Discussion Agenda

1. RGG approves the request of the Agriculture Department and FFA, under the direction of Adam Serfass, Ashley Moore, and Cory Scott (volunteer), to attend the National FFA Convention in Louisville, KY, from October 28 to November 2, 2014. National FFA Convention

Note: The anticipated cost of the trip is \$2,500.00. The district will pay the expenses for the three chaperones. Two substitute teachers will be needed for four instructional days.

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 approves the following volunteer coach for the 2014-15 school year: Volunteer Coach
- Boys' Soccer*
Ryan Manbeck
2. SRM approves the discard of field hockey uniforms that are more than 20 years old. Discard of Field Hockey Uniforms

Discussion Agenda

1. RGG approves the following new high school extra-curricular paid positions, personnel and salaries for the 2014-15 school year: New Paid Extra-Curricular Positions – HS
- | <i>Advisor</i> | <i>Yrs</i> | <i>Activity</i> | <i>Salary</i> |
|---------------------|------------|------------------------|---------------|
| Sean Hackett | 20 | Choraleers | \$1,325.00 |
| Neal Lutz | 11 | Jazz Band | \$950.00 |
| Stefanie Schneck | 7 | CWTV | \$750.00 |
| Julie Mason | 7 | National Honor Society | \$400.00 |
| Dennis Harman | 7 | National Honor Society | \$400.00 |
| Fran Williams | 5 | FBLA (Co-Advisor) | \$366.66 |
| Michael Noss | 5 | FBLA (Co-Advisor) | \$366.66 |
| Elizabeth Wissinger | 7 | FBLA (Co-Advisor) | \$416.66 |
2. RKB approves the following new middle school extra-curricular paid position, personnel and salary for the 2014-15 school year: New Paid Extra-curricular Position – MS
- | <i>Advisor</i> | <i>Yrs</i> | <i>Activity</i> | <i>Salary</i> |
|------------------|------------|-----------------|---------------|
| Jennifer Gossert | 8 | Yearbook | \$450.00 |
3. SRM approves Brooke Strausser as the girls' varsity head lacrosse coach for the 2014-15 school year: Girls' Lacrosse Coach

Note: This salary is paid by the CW Lacrosse Club.

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. EAL approves official bus stops for the 2014-15 school year as attached to the Official Minutes. Official Bus Stops

Discussion Agenda

1. RAG approves the hiring of Muhlenberg Greene Architects, Ltd. of Reading, PA, as the architect to prepare a District Facility Analysis and Master Plan Study for a fee of \$11,500.00. The scope of design services to be provided will include an analysis of the District's existing buildings and an update of the District's Master Plan to identify space needs and recommend building improvements.

MGA – Facility Plan
and Master Plan

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. RLR ratifies and approves the employment of substitute support staff personnel for the 2014-15 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, effective August 25, 2014.

Substitute Support
Staff

(Attachment A-3)

2. RAG ratifies and approves the employment of substitute teachers for the 2014-15 school year at the rate of \$95.00 per day, effective August 25, 2014.

Substitute Teachers

(Attachment A-4)

3. RLR ratifies and approves personnel contracted through the Berks County Intermediate Unit to provide transportation services to the District, effective August 26, 2014.

BCIU – Bus Drivers

(Attachment A-5)

4. EJB approves the following mentor for the 2014-15 school year at an additional salary of \$500.00 (or \$250.00 per semester).

Mentor

<i>Mentor</i>	<i>Protégé</i>
Alissa Sweigart	Randy Neider

5. RGG ratifies and approves Ashley Snyder, 87 Butternut Court, Sinking Spring, PA 19608, to provide homebound instruction for a high school student for a period of approximately six weeks beginning August 26, 2014, at the rate of \$25.00 per hour, plus mileage, for a maximum of five hours per week.

Homebound - HS

6. RAG ratifies and approves Philhaven, 283 South Butler Road, Mt. Gretna, PA 17064, to provide homebound instruction for a high school student for up to four weeks and for a maximum of five hours a week at the rate of \$25.00 per hour, effective August 22, 2014.

Homebound –
Philhaven

7. RAG ratifies and approves Tutor Delphia, 317 Glen Echo Road, Philadelphia, PA 19119, to provide homebound instruction for

Homebound – Tutor
Delphia

a high school student for a period of approximately six weeks beginning September 2, 2014, at the rate of \$60.00 per hour for a maximum of five hours a week.

8. RAG ratifies and approves a salary adjustment for William Kase, high school English teacher (Board approved on August 20, 2014) from part-time (3/8th time) B-Step 1 (\$16,111.05) to B⁺²⁴ – Step 1 (\$16,521.45) in accordance with the 2014-15 salary schedule based on his submission of official transcripts verifying 24 graduate credits, effective August 25, 2014.

Revise Placement on Salary Scale

Note: First semester salary (2 blocks) is \$11,130.24; second semester salary (1 block) is \$5,391.21.

9. RAG ratifies and approves the following changes in the salary status of Professional Employees, effective August 25, 2014:

Salary Adjustment

	<i>From</i>	<i>To</i>
Eric Rothenberger	B ⁺²⁴ – Step 5 \$47,326.00	M – Step 5 \$50,271.00
D. Christopher Koper	B ⁺²⁴ – Step 16 \$62,425.00	M – Step 16 \$65,372.00

10. RAG authorizes the following temporary professional employees, having completed three years of satisfactory service, to be granted the status of professional employee:

Professional Employees

<i>Name</i>	<i>Date Hired as a 10-month Employee</i>
Barbara Boland	August 2010
Maryann Ligenza	August 2011
Ashley Snyder	August 2011
Christina Ruoss	August 2011
Daniel Kramer	September 2011

Discussion Agenda

1. RAG ratifies and approves the employment of Rachael Pearson, 2604 Hollywood Court, Reading, PA 19606, as a part-time (1/2 time) long-term substitute for Deborah Endler, art teacher at East Elementary, at a daily rate of \$113.06 in accordance with the 2014-15 salary schedule, effective August 25, 2014:

Hire – PT LTS Art at East

Note: Education Level: Bachelors
 Undergraduate School: Millersville University
 Certification: Instr. I – Art K-12
 Experience: Long-term Substitute at CWASD
 Employment: August 25, 2014
 Initial Assignment: Part-time (1/2 time) Art at East

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

2. RLR approves the employment of Amber Rowdon, 1502 James Street, Sinking Spring, PA 19608, as an academic year certificated instructional aide (7 hours/day) at East Elementary at an hourly rate of \$12.00, effective September 18, 2014.
- Hire – Cert Aide at East
- Note: This is a replacement for Melanie Griffith (resigned).
3. RLR approves the employment of James Gossert, 305 Lynoak Avenue, Shillington, PA 19607, as an academic year certificated instructional aide (7 hours/day) at the middle school at an hourly rate of \$12.00, effective September 18, 2014.
- Hire – Cert Aide at MS
- Note: This is a replacement for Angela Miller (resigned).
4. RLR ratifies and approves the employment of Christine Hawley, 20 Balthaser Road, Sinking Spring, PA 19608, as a long-term substitute for Linda Schmitz, special education instructional aide (7 hours/day) at Weiser Decisions, at an hourly rate of \$10.00, effective September 5, 2014.
- Hire – LTS Sp Ed Instr Aide at Weiser Decisions
5. RLR ratifies and approves the employment of Karen Trout, 615 Hill Road, Wernersville, PA 19565, as a part-time (4½ hrs/day) academic year special education Personal Care Aide for a middle school student at an hourly rate of \$10.00, effective September 10, 2014.
- Hire – PCA at MS
- Note: This is a replacement for Debra Shartle (resigned).
6. RLR ratifies and approves the employment of Deborah Firestone, 22 Golf Road, Reinholds, PA 17569, as a part-time (4½ hrs/day) academic year special education Personal Care/Instructional Aide at the high school at an hourly rate of \$10.00, effective September 10, 2014.
- Hire – PC/Instr Aide at HS
- Note: This is a replacement for Shannon Shearer (transferred).
7. RLR ratifies and approves the employment of Noreen Heller, 10 Vinemont Road, Reinholds, PA 17569, as a special education Personal Care Aide (5½ hrs/day) and transportation aide (2½ hrs/day), two days a week, for a high school student attending the PAL Program at Berks Career & Technology Center, at an hourly rate of \$10.00, effective September 15, 2014.
- Hire – PCA/ Transportation Aide
- Note: This is a new position.
8. RLR approves the number of hours worked per day as a transportation aide for the following personnel for the 2014-15 school year:
- Transportation Aides
- | | | |
|-------------------|---|--------------|
| Martene Firestine | - | 7.25 hrs/day |
| Mary Hulina | - | 2.75 hrs/day |
| Pam Schoonover | - | 6.50 hrs/day |
| Linda Sclesky | - | 2.25 hrs/day |
| Christine Sackett | - | 4.50 hrs/day |

Florence Strange - 4.75 hrs/day
 Cindy Kramer - 1.75 hrs/day
 Sandy Schaeffer - 4.50 hrs/day
 Noreen Heller - 2.50 hrs/day

Note: Hours may fluctuate from day to day throughout the school year, but any significant change in hours that effects payroll/benefits will be brought to the Board for approval.

- | | | | |
|-----|-----|--|--|
| 9. | RLR | ratifies and approves an increase in hours for Nou Koch, part-time server/dishwasher at West Elementary, from 2½ hours a day to 3 hours a day, effective September 10, 2014. | <u>Increase Hours –
West Cafe</u> |
| 10. | RLR | accepts, with regret, the resignation of Dawn Hilliard, part-time server/dishwasher at the high school, effective September 19, 2014. | <u>Resign – PT Café
at HS</u> |
| 11. | RAG | approves the position guide for special education Secondary Itinerant Teacher Consultant/Transition Coordinator.

(Attachment A-6) | <u>Position Guide –
Itinerant Teacher
Consultant/
Transition
Coordinator</u> |
| 12. | RAG | approves the position guide for special education Transition Coordinator/Secondary Gifted Support Teacher.

(Attachment A-7) | <u>Position Guide –
Transition
Coordinator/
Secondary Gifted
Support</u> |

Information Items

- | | | | |
|----|-----|---|---------------------------------|
| 1. | RAG | The first day of uncompensated leave of absence for Tiffany Smith is October 16, 2014. | <u>Uncomp Leave –
HS LS</u> |
| 2. | RAG | Morgan Chelius, long-term substitute for Nathan Ottaviani during the 2013-14 school year, returned to her certificated instructional aide position at East Elementary on August 25, 2014. | <u>Cert Aide at East</u> |
| 3. | RAG | Catherine Hassler, long-term substitute for Corrin Saxinger during the 2013-14 school year, returned to her certificated instructional aide position at West Elementary on August 25, 2014. | <u>Cert Aide at West</u> |
| 4. | RAG | David Zdancewic, special education learning support teacher at the high school, will be released from his contract with IU 13 on September 22, 2014, and his first day at Conrad Weiser will be September 23, 2014. | <u>HS LS</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 (Attachment HS-2)
- G. Middle School Principal (Attachment MS-1)
 - 1. Assistant Middle School Principal (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)