POTTSTOWN SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS AGENDA
October 20, 2011 - 7:30 P.M.

CALL TO ORDER

ROLL CALL

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

AWARDS

None

PRESENTATIONS

None.

COMMUNICATIONS

None.

APPROVAL OF MINUTES

1. Approval of the minutes of the Regular Board meeting held on September 15, 2011.
2. Approval of the minutes of the Committee of the Whole meeting held on October 6, 2011.

LIST OF BILLS – Mrs. Zahora

TREASURER'S REPORT – Mrs. Zahora

HEARING FROM PATRONS OF THE SCHOOLS

REPORT OF THE SUPERINTENDENT OF SCHOOLS

I. Recommendations for Action by the Board
(Items A to N are consent topics.
Items O and S are additional topics for Board consideration.)

CONSENT

A. PERSONNEL – Dr. Sparagana

1. Resignations/Terminations

The Superintendent recommends the Board approve the following resignations/ terminations:

a. Professional

(1) Kathleen H. Hayes, Elementary Teacher, Rupert Elementary, resignation for the purpose of retirement, effective December 31, 2011, employed since December 1, 1993.

(2) Julie L. Shumacher, Intervention Specialist, Barth Elementary, resignation effective November 21, 2011 (or prior if position is filled), employed since August 25, 2009.

(3) Ratify Ben J. Trombetta, Special Substitute Teacher, resignation effective August 29, 2011, employed since October 22, 2003.

(4) Ratify Marissa S. Bono, Per Diem Substitute Teacher, resignation effective August 30, 2011, employed since January 20, 2009.

(5) Ratify Rachel K. Dragon, Per Diem Substitute Teacher, resignation effective August 30, 2011, employed since January 26, 2009.

(6) Ratify Matthew Scarbacic, Per Diem Substitute Teacher, resignation effective August 30, 2011, employed since January 20, 2009.

(7) Ratify Tamara D. Hartz, Special Substitute Teacher, resignation effective September 1, 2011, employed since October 15, 2008.

(8) Ratify Maxine T. Endy, Per Diem Substitute Teacher, resignation effective August 30, 2011, employed since May 24, 207.

(9) Ratify Wayne F. Clark, Special Substitute Teacher, resignation effective August 30, 2011, employed since October 16, 2008.

(10) Ratify Karen L. Weber, Special Substitute Teacher, resignation effective August 30, 2011, employed since October 16, 2008.

(11) Ratify Zachary S. Brower, Per Diem Substitute Teacher, resignation effective September 8, 2011, employed since October 6, 2008.

(12) Ratify Matthew G. Risell, Per Diem Substitute Teacher, resignation effective September 8, 2011, employed since October 6, 2008.

(13) Ratify Diana L. Bilardo, Per Diem Substitute Teacher, resignation effective September 8, 2011, employed since October 6, 2008.

(14) Ratify Richard E. Lindberg, Per Diem Substitute Teacher, resignation effective September 8, 2011, employed since October 2, 2008.

(15) Ratify Lara B. Hoffman, Per Diem Substitute Teacher, resignation effective August 30, 2011, employed since August 25, 2008.

(16) Ratify Michael A. Novia, Per Diem Substitute Teacher, resignation effective September 8, 2011, employed since August 25, 2008.

(17) Ratify Christina N. Roberts, Per Diem Substitute Teacher, resignation effective August 30, 2011, employed since August 25, 2008.

(18) Ratify Natalie A. Szabo, Per Diem Substitute Teacher, resignation effective October 5, 2011, employed since August 25, 2008.

b. Classified

(1) Ratify Genevieve Bell, Physical Therapist, Administration Building, resignation effective September 15, 2011, employed since May 31, 2006.

(2) Ratify Katie Spontak, Classroom Assistant, Edgewood Elementary, resignation effective June 16, 2011 employed since September 20, 2010.

(3) Steve Trievel, Custodian II, Rupert Elementary, resignation for the purpose of retirement, effective December 31, 2011, employed since August 1, 1990.

3. Leave of Absence

The Superintendent recommends the Board approve the following leave of absence:

a. Classified

(1) Ratify Stephen Hoffman, Custodian I, Pottstown High School, request for leave of absence covered by Family Medical Leave Act, effective October 19, 2011, end date TBD.

4. Change in Position and/or Salary

The Superintendent recommends the Board approve the following changes in position and or salaries:

a. Classified

(1) Ratify Danielle Slotter from Substitute Classroom Assistant to Special Education Classroom Assistant, effective September 13, 2011, $14.13/hour. This is in addition to her role as Per Diem Substitute Teacher, in accordance with Board Policy 3920, $95/day.

(2) Ratify Shilid Ford-Bey from Substitute Custodian/Housekeeper to Temporary Business Machine Operator, effective September 19, 2011, $12.50/hour.

(3) Ratify Verna Latick from Substitute Van Assistant to Classroom/Van Assistant, effective September 28, 2011, $14.13/hour.

b. 2011-2012 Co-Curricular Assignments:

(1) Ratify Robert Grim from Assistant Coach, Middle School Boys Soccer to Interim Head Coach, Middle School Boys Soccer (coverage for Denise Kuleski), Stipend $2,040.

5. Elections

The Superintendent recommends the Board approve the following elections:

a. Classified

(1) Ratify Kacie Zipay, Special Education Classroom Assistant, 185.5 days/year, initial assignment to be Lincoln Elementary, effective September 13, 2011, $14.13/hour.

(2) Ratify Jodi Finnegan, Kindergarten Assistant, 182 days/year, initial assignment to be Lincoln Elementary, effective September 20, 2011, $14.13/hour.

(3) Ratify Virginia McKain, Temporary Clerk, Administration Building, effective September 19, 2011, $12.50/hour.

(4) Ratify Edward Coffey, Substitute Van Driver, Administration Building, effective September 27, 2011, $14.54/hour. He will also assume the role of Substitute Van Aide, effective September 27, 2011, $12.34/hour.

(5) Ratify Kristine Yonas, Substitute Nurse, effective September 29, 2011, $22.26/hour.

6. Ratify Additions to 2011-2012 Co-Curricular Assignments:

Bldg.	Professional Agreement Category	Employee	Level	Stipend
MS	A – Football – Asst. Coach	Art Knight	2	$1,335.00
HS	B – Wrestling – Asst. Coach	Brad Clark ½ Stipend	1	$2,299.00
HS	Q - Strength & Conditioning	Nancy Kupferschmidt (1/4 stipend)	No Level	$ 523.75
		Melissa Schubert (1/4 Stipend)		$ 523.75

7. Additions to 2011-2012 Co-Curricular Volunteer Coaches

Ray Smith	MS Football – Asst. Coach
Lea Scott	HS Cross Country – Asst. Coach
Jane Thompson	HS Cross Country – Asst. Coach

8. Correction to 21st Century Tutoring List 2011-2012: (funded by 21st Century Grant)

(1) Ratify all Pottstown School District Teacher-Certified staff members are approved on "as needed" basis as 21st Century Tutors, rate of $29.00/hour, and as 21st Century Classroom Assistants, rate of $13.65/hour.

(2) Ratify all Pottstown School District Classroom Assistants are approved on "as need basis" as 21st Century Classroom Assistants, rate of $13.65/hour

B. PROFESSIONAL LEAVES – Dr. Sparagana

The Superintendent recommends the Board approve the following professional leaves:

Bldg.	Name	Conference Title	Conference Location	Dates to Attend	Cost
Edgewood Admin	Treena Ferguson Jeff Sparagana	PAESSP Administers Conference (Presenting)	State College, PA	10/23/11 – 10/24/11	All expenses to be reimbursed by "Step By Step Learning"
High School	Robert Decker Corby Drone Jen Wiand Rosemary Phillips	NCTM Regional Conference	Atlantic City, NJ	10/20/11 – 10/21/11	District paying $1032 for registration fees & sub costs of $800. Participants are paying their own hotel, transportation, & meals costs.
High School	Danielle McCoy David Todd Kellie McGavin James Porter Diane Shoffstall	Integrated Learning Conference	State College, PA	11/14/11 – 11/16/11	Expenses $2470 pay by Perkins Grant.
Admin	Jeff Sparagana	NAEYC Conference (Presenting)	Orlando, Fl	11/2/11 – 11/4/11	All expenses to be reimbursed by "Step By Step Learning"
High School	Kim Holsonback	PASBO Directors Conference	State College, PA	11/1/11 – 11/2/11	$285 registration paid by Food Service Dept. All other expenses paid by the SNAPA Board.

C. FIELD TRIPS – Dr. Sparagana

The Superintendent recommends the Board approve the following field trip:

# of students and/or group	Name of conference or activity	Destination	Date of trip	Cost to student	Cost to district-substitutes	Chaperone (s)
5 High School	State Drama Competition (This trip is contingent based on the team's performance at District Competition)	Susquehanna Univ., Selinsgrove, PA	12/9/11 – 12/10/11	$50.00	Subs - $200 Trans. $200 Reg. $100 Lodge.$209 Total $709	Joe Perrone Jennifer Wiand

D. 403(B) THIRD PARTY PROVIDER – Mrs. Adams

The Superintendent recommends the Board approve Main Line Financial Advisors as an approved district investment provider for 403(B) TSA Program

E. SELF-FUNDING RESOLUTION THROUGH SEPaT – Mrs. Adams – EXHBIT 1

The Superintendent recommends the Board approve to participate in the Southeastern Pennsylvania Schools Trust for Medical Benefits as listed on Exhibit 1.

F. ESTABLISH INTERNAL SERVICE FUND– Mrs. Adams

The Superintendent recommends the Board approve the establishment of an internal service fund to be used to capture the revenues and expenditures related to the districts self insurance program in conjunction with establishing a self insurance program through Southeaster PA Trust,

G. ASBESTOS SERVICE PROVIDER – Mrs. Adams

The Superintendent recommends the Board approve Environmental Control Systems as the district's designated asbestos service provider regarding AHERA compliance.

H. PER CAPITA AND LOCAL SERVICE TAX CONFIDENTIAL CONTACT RESOLUTION – Mrs. Adams – EXHIBIT 2

The Superintendent recommends the Board approve the Per Capita and LST Confidential Contact Resolution as listed on Exhibit 2.

I. RESOLUTION TO IMPOSE COSTS FOR THE COLLECTION OF DELIQUENT TAXES – Mrs. Adams – EXHIBIT 3

The Superintendent recommends the Board approve the resolution authorizing Berkheimer Tax Administrator to impose and retain costs of collection on delinquent taxes as listed on Exhibit 3.

J. AUTHORIZATION FOR BIDS – Mrs. Adams

The Board authorizes the Business Administrator/Secretary to seek bids for the following: (included in capital reserve budget)

1. Compressor Replacement on Chiller at High School
2. Recoat Portion of Middle School Roof

K. RUPERT BASEMENT CLEAN-UP CONTRACT – Mr. Hartman – EXHIBIT 4

The Facilities Committee recommends the Board ratify the following contract as presented to clean-up Rupert Elementary basement due to water damage caused by severe weather conditions as listed on Exhibit 4:

1. ServiceMaster Assured Cleaning

L. APPOINTMENT OF REYNOLDS CONSTRUCTION MANAGEMENT FOR CONSTRUCTION MANAGEMENT SERVICES - Mr. Wausnock

The Neighborhood Schools Committee recommends the Board approve the appointment of Reynolds Construction Management to perform Construction Management Services for the five elementary schools renovations project. Pre-construction and bidding fees shall be $38,000 per school if no energy project is approved for the five elementary school program, and $30,000 per school if an energy project is approved. Construction phase services will be determined closer to bid time, and will be contemplated in the agreement. The agreement shall be a modified AIA form of agreement for these services, including but not limited to Pre-Construction (Design), Bidding, Construction, Close-Out Phase Services. The District Solicitor shall review the final agreement prior to signature by the Board President.

M. SCOPING OF PLUMBING LINES FOR NEIGHBORHOOD SCHOOLS PROJECT - Mr.Wausnock

The Neighborhood Schools Committee recommends the Board approve Crabtree, Rohrbaugh and Associates to move forward with the scoping of the plumbing lines relative to the Neighborhood Schools Project with an estimated cost of $50,000.

N. POLICY – Mrs. Adams – EXHIBIT 5

The Superintendent recommends the Board approve the following policy as listed on Exhibit 5:

1. Policy 620: Fund Balance

NON-CONSENT

O. MOTION TO APPROVE THE SCOPE FOR THE NEIGHBORHOOD SCHOOLS PROJECT – Mr. Wausnock

The Neighborhood Schools Committee recommends Crabtree Rohrbaugh Architects continue with the project with the scope not to exceed a local effort of $10,700,000 as a reimbursable project.

P. CONFIRMING RESOLUTION - Mrs. Adams - EXHIBIT 6

Motion to approve confirming the incurrence of nonelectoral debt through the issuance of Pottstown School District General Obligation Bonds, Series of 2011 in aggregate principal amount not to exceed $15,000,000.00 plus costs for purposes of acquiring funds to pay for capital projects.

Initial borrowing shall be in an amount of $10,000,000 with balance thereof not to be incurred prior to January 1, 2012.

Q. PERSONNEL – Dr. Sparagana

1. Elections

The Superintendent recommends the Board approve the following elections:

a. Professional

(1) Ratify Megan E. Klementisz, Learning Support Teacher, initial assignment to be Lincoln Elementary, effective October 11, 2011, $47,474 (contract of Maria Carroll)

b. Correct 2011-2012 Teacher Salaries originally approved at Masters(no change in salary:

Name	Degree	Step	Base Salary	Final Salary
Kelley Eroh	M+15	8.66	51,741	51,741
Anita Scaltrito	M+15	5	49,650	49,650

2. 2011-2014 Support Personnel Guidelines – Dr. Sparagana – EXHIBIT 7

R. CONTRACTS – Mrs. Adams – EXHIBIT 8

The Superintendent recommends the Board ratify/approve the following contracts as listed on Exhibit 8.

1. Berks County Intermediate Unite Emotional Support Agreement
2. MCIU Technology Program Evaluation and Hybrid Learning Readiness Assessment
3. The Pathway School
4 Invo HealthCare Associates, Inc

S. WAIVER OF POLICY 201: ADMISSION OF STUDENTS – Dr. Sparagana – EXHIBIT 9

The administration recommends the Board waive Policy 201(admission to grade 1 shall be limited to children who have attained the age of six years on or before September 1 and that early entrance be approved for the student listed on Exhibit 9.

HEARINGS FROM THE PATRONS (limited to Non-Consent Items)

UNFINISHED BUSINESS

None.

NEW BUSINESS

None

INFORMATION

1. Alumni Honor Roll – Mr. Armato
2. Monthly Meeting Notice: November – Mrs. Adams
3. PEAK Update: October 2011 – Dr. Sparagana
4. Wellness Guidelines 2011 – Dr. Lindley

FEDERATION REMARKS

ROUND TABLE

ADJOURNMENT