

BRANDYWINE HEIGHTS AREA SCHOOL DISTRICT
REGULAR BOARD MEETING AGENDA
High School Library
June 3, 2013
7:00 p.m.

After the Committee of the Whole discussion, the regular meeting of the Board of Directors of the Brandywine Heights Area School District was called to order at 9:13 p.m. by President John Scheetz.

The meeting opened with Pledge of Allegiance.

Recording Secretary called the roll: Mr. Bollinger, Ms. Eyrich, Mr. Groff, Mr. Heffner, Mrs. Huhn, Mrs. Lamaestra, Mrs. MacMillan, Mr. Rothermel, Mr. Scheetz

Administration Present: Dr. Martin D. Handler, Superintendent of Schools, Mr. Andrew Potteiger, Assistant to the Superintendent, Mrs. Nancy Krauss, Business Manager/Board Secretary, Mary Darrach, Director of Special Education, Dr. Kathy Johnson, Middle School Principal, Mrs. Heather Piperato, High School Principal, Mr. Thomas Voelker, Elementary/ Intermediate Assistant Principal, Mr. Michael Wetzell, Director of Buildings and Grounds, Mrs. Lauren Zuidema, Elementary/Intermediate Principal, Mr. Joshua Ziatyk, High School Assistant Principal

Solicitor: Mr. John Stott, Esquire

Student Representatives: Adam Pritchard, Zachary Miller

Visitors: Joe Charnick, LuAnn Bennecoff, Kathryn Deeter, Beth Adam, Carol Bortz, Leanda Deisher, Gina Master, Gene Kobielnik, Nancy Heffner, Branden Mengel, Tammy Masters, Rita Kayhart, Arthur Kayhart, Michael Daddario, Jennifer Johnson, Sally Herbine, Lori Walsh, Christine Santoro, Cheryl Bleiler, Patricia Weaver, Paula Deppen, Pauline Watts, Louann Wessner, Kristina Perry, Christa Heagerty, Dawn Strunk, Heidi Porr, Cynthia Rissmiller, Bonita Leshner, James Leshner, Dale Heffner, Donna Heffner, Sarah Brown, Lori Davies, Lauren Haas, Donna Hertzog, Sheila Gehman, Courtney Mengel, Gina Guiliano, Melody Renninger, Kevin Dolan, Holly Harrington, Chip Lambdin, Mark McDade, Brian Herman, Donna Lebo, Gabrielle Repko, Jo Telenko, Jon Scheuer, Lisa Bieber, Pam Karom, Brian Everett, Jean Condos, Lyndsay Levensgood, Deb Donovan, Chris Donovan, Rebeka Schaeffer, Jackie Laughlin, Joanne Hartraft, Stephanie Renninger, Dylan Weaknecht, Jarom Talotta, Dax Funderburk, Jason VanVoorhis, Bernadette McHugh, Gui W (illegible), Nancy Demkosky, Karen Christman, Edward Carter, Stacie Sicher, Jean Moyer

Acknowledgements: Mr. Scheetz recognized Brandywine Heights High School Adam Pritchard and Zachary Miller and presented each of them with a certificate for outstanding service as a Student Representative to the School Board for the past two years.

Mr. Scheetz recognized Dr. Handler and thanked him for five years of service as Superintendent of Schools, and presented him with a plaque in appreciation of his dedication, commitment and personal leadership to the district.

BOARD OF DIRECTORS REPORT

A motion was made by Ms. Eyrich, seconded by Mrs. Lamaestra to accept the Board of Directors Report.

A. Minutes

To dispense with the reading and accept the minutes from the Regular Board Meeting held May 6, 2013 as attached and marked Board A.

B. Policy 214Class Rank

To approve the SECOND reading of the revised policy #214 Class Rank as attached and marked Board B.

Accept the committee reports and make them part of the minutes.

BCIU - Mrs. Huhn reported on the board meeting held on May 16, 2013. Business included awarding contracts for supplies, policy reading approval, and personnel changes including the promotion of Dr. Cindy Mierzejewski to Director of Professional Development. Upcoming events include the 2013-14 Professional Development Leadership Series entitled “Meaningful Engagement of Learners,” a variety of summer workshops, and the Gateway to China Camp “StarTalk”. The next meeting is scheduled for June 20, 2013.

BCTC – Mr. Bollinger reported on the meeting held on May 22, 2013. Highlights included the election of a Treasurer, the reading of revised policies, recognition of students including those from Brandywine, textbook approvals, approval of the physician of record, award of contracts for janitorial supplies, and the approval of the 2013-14 BCTC student and staff calendars. The next meeting will be on June 26, 2013.

Berks EIT/Berks TCC – Mrs. Lamaestra reported that the scheduled TCC meeting had been canceled, however the EIT meeting was held on May 28. The audit report became available revealing two findings which will be addressed and corrected. The Bureau is sending letters to small employers encouraging them to file quarterly returns via an electronic system. In other business, discussion included the possible merging of the TCC and EIT. The TCC meets quarterly and has difficulty getting a quorum at meetings. A subcommittee was formed to analyze the benefits of a merge.

Looking ahead, Mrs. Lamaestra’s seats on the TCC and EIT committees will become vacant once she completes her term as a Board of Director at the end of 2013. She announced if any board member wished to volunteer to take her place on the committee that they contact her for details and she would encourage them to attend a meeting to see what the position would involve. The next TCC meeting will be on September 24, 2013.

Council on Legislative Action – Mr. Heffner noted that the legislators are back to work after their recess. Common Core Standards will be reassessed by PDE. Dr. Handler and Mr. Heffner had the opportunity to thank Senator Judy Schwank for her efforts on Bill 335 which would exempt public schools from paying Cyber Charter Schools if the school district offers a similar program.

In addition, House Bill 76 and Senate Bill 76 on Property Tax Reform are gaining momentum with support of approximately two-thirds of Pennsylvania Counties. Mr. Heffner encouraged the board to consider passing a resolution in support of Property Tax Reform. Mr. Scheetz asked Mr. Heffner to author a resolution for consideration at an upcoming meeting.

Policy Committee – Mr. Groff – No Report. Dr. Handler noted that there will be several policies forwarded to the committee for their consideration within the next few weeks.

Strategic Planning/Goals – Mrs. Huhn – No report. A meeting date will be set in the near future.

Student Representatives – Adam Pritchard and Zachary Miller shared information about end of school activities and graduation scheduled on June 6.

Roll call was taken to approve the Board of Directors Report.

Yeas: Mr. Bollinger, Ms. Eyrich, Mr. Groff, Mr. Heffner, Mrs. Huhn, Mrs. Lamaestra, Mrs. MacMillan, Mr. Rothermel, Mr. Scheetz

Nays: None

Motion Carried

BUDGET/FINANCE/PROPERTY/TRANSPORTATION

A motion was made by Mr. Rothermel, seconded by Mr. Groff to accept the Budget/ Finance/ Property/ Transportation Report.

A. General Fund Bills

To approve general fund bills for the month of May totaling \$1,600,982.86 per attachment Budget A.

B. Food Service Bills

To approve food service fund bills for the month of May totaling \$36,573.79 per attachment Budget B.

C. Financial Reports

To accept the following Financial Reports through April 30, 2013, unless otherwise noted:

- a. General Fund - Revenue /Expenditure/Fund Balance – Budget C.a.
- b. Food Service Fund - Revenue /Expenditure – Budget C.b.
- c. Construction Fund - Revenue/Expenditure – Budget C.c.
- d. General Fund Schedule of Outstanding Investments - Budget C.d.
- e. Construction Fund - Detailed Activity Report through June 3, 2013 - Budget C.e.
- f. Student Activity & Trust Fund – Budget C.f.
- g. Athletic Report through February 28, 2013 – Budget C.g.

D. 2013-14 Final Budget Adoption

To approve following 2013-2014 Budget adoption and tax items:

- a. To approve the 2013-2014 Budget in the amount of \$29,791,204 which reflects a real estate tax levy of 32.3 mills as attached and marked Budget D.a.
- b. To adopt the 2013-2014 Tax Resolutions as attached and marked Budget D.b.
- c. To adopt the 2013-2014 Homestead and Farmstead Exclusion Resolution that provides for a maximum \$218.93 real estate tax reduction for approved homesteads and farmsteads funded by gambling tax funds of \$788,797.70 per attachment marked Budget D.c.
- d. To approve commitment of fund balance for future retirement rate increases as calculated by the business manager (\$1,387,000 2013/14 budget), commitment of fund balance for health self-insurance start-up as calculated by the business manager (\$200,000 13/14 budget), authorize the business manager to assign fund balance for future maintenance projects (\$1,226,000 2013/14 budget), authorize the business manager to assign fund balance for future technology upgrades (\$200,000 2013/14 budget), and authorize the business manager to assign fund balance to use to balance the 2013/14 budget (\$200,000). Total committed and assigned fund balance of \$3,213,000 for 2013-14. In addition, the board authorizes the business manager to assign fund balance as needed to balance the net of revenue and expenditures in the 2012-2013 fiscal year. The amount, if any, will be determined at the completion of the audit process.

E. Appointment of Earned Income Tax Collector

To appoint the Berks County Earned Income Tax Bureau as the District's 2013-2014 Earned Income Tax Collector per Berks TCC agreement.

F. Appointment of Delinquent Real Estate Tax Collector

To appoint the Berks County Tax Claim Bureau (BCTCB) as the District's 2013-2014 Delinquent Real Estate Tax Collector for a commission of five percent of collections if tax is paid by taxpayer within 31 days of legal notice by the BCTCB. Taxpayer is responsible for the 5% commission if tax is paid after 31 days of legal notice.

G. Appointment of Delinquent Per Capita Tax Collectors

To appoint Lorraine Meck (Longswamp Township), Nancy Heffner (Topton Borough), George Babilon (District Township) and Mollie Prey (Rockland Township) as the Delinquent Per Capita Tax Collectors for a fee of \$1.65 per bill collected plus a commission of five percent of collections.

H. Elected Tax Collectors Bond

To approve the Real Estate and Per Capita Tax Collectors Bond at 33% of the estimated tax collections.

I. Authorization to Pay Bills 2013-14

To authorize the Business Manager to pay bills as necessary during the 2013-2014 fiscal year to meet deadlines, avoid late charges and take advantage of early payment discounts.

J. Authorization to Make Budget Transfers 2012-13

To authorize the Business Manager to make 2012-2013 budget transfers after June 30, 2013 as required to prevent year-end over expenditure of sub function/object account codes.

K. Contract for Fifth Grade Environmental Camp

To contract with South Mountain YMCA, Wernersville, PA for the 2013-2014 Intermediate School fifth-grade environmental camp at a total fee of \$13,660.00 per attachment marked Budget K.

L. Awarding of Supply Purchase Contracts

To award the 2013-2014 supply purchase contracts to the low bidders meeting specifications as bid through the Berks County Joint Purchasing Board per attachment marked Budget L, a-f: (Bid documents are available at BCIU.)

- a. Classroom and office supply purchase contracts totaling \$20,508.69
- b. Art supply purchase contracts totaling \$1,920.29
- c. Physical Education equipment and supply contracts totaling \$33.45
- d. Digital media supplies (laminating film) purchase contracts totaling \$363.00
- e. Custodial supply purchase contracts totaling \$21,441.32
- f. Nurse supply purchase contracts totaling \$2,875.17
- g. Trash removal service 2013/2014 and 2014/2015 estimated annual cost \$11,978.76

M. Awarding of Athletic Supplies

To award the 2013-2014 Athletic supply purchase contracts totaling \$11,754.68 to the low bidders meeting specifications per attachment marked Budget M. (Bid documents are available for inspection in the athletic office.)

N. Online Education Contracts

To approve 2013-2014 contracts for online education services as follows:

- a. Secondary Program (6-12): Advanced Academics, Inc. of Oklahoma City, OK, summer school \$150/course/student, school year \$300/semester course/student as detailed in Budget N.a.
- b. Elementary Program (Kdg. - 5): K12 Virtual Schools of Herndon, VA, fulltime 6 concurrent credits \$2,500/student, 5 concurrent credits \$2,160/student, 4 concurrent credits \$1,820/student, additional instructional cost of \$250/student per course and other fees as detailed in Budget N.b.
- c. Special Education Program: Educere, LLS of Ambler, PA, for Founders Academy virtual education services for special needs students \$1,999 per seat annually, course fee of \$399 per student/year, \$199.50 per student per half year course as detailed in Budget N.c.
- d. Elementary Program (Kdg. - 5): Connections Learning of Baltimore, MD, virtual education services for K-5 students at an annual cost of \$3,750 per seat, course fee of \$750 per student per year detailed in Budget N.d.

O. Student Assistance Program Contract

To approve an agreement with Richard J Caron Foundation, Wernersville, PA for Student Assistance Program services at the Elementary, Intermediate, Middle and High School for 2013-14 at a cost to the District of \$7,283 for extended services at the High School of one day per week (6-1/2 hours) see Budget O. The Elementary, Intermediate and Middle School programs are funded through the Council on Chemical Abuse at no cost to the district.

P. Technology Equipment Lease Agreement

To approve a Four-Year Lease Agreement for 855 Lenovo ThinkPad Tablet 2 student devices and 105 Lenovo ThinkPad Twist S230u teacher devices through Lenovo Financial Services of Jacksonville, FL in the amount of \$482,183.72 (annual installments of \$120,545.93), with an interest rate of 0.0% as detailed in Budget P.

Q. Technology Network/Wireless Upgrade Contract

To approve a contract with Higher Information Group of Harrisburg, PA, for Technology Network/Wireless Upgrade Project at a cost of \$89, 692.13 through Co-STARs #003-322 as detailed in Budget Q.

R. Mass Notification Service Agreement

To approve a three-year (2013/2014, 2014/2015 and 2015/2016) subscription agreement for the Blackboard Connect/AlertNow mass notification service with Blackboard Connect, Inc. of Washington, D.C., at an annual fixed fee of \$2,624 (\$1.60/student, 1640 students) as described in Budget R.

S. PSBA Membership

To approve 2013-2014 Pennsylvania School Board Association membership dues of \$8,575.42.

T. ACCESS Program Agreement

To approve an agreement to participate in the School-Based ACCESS Program Administrative Claims Program per the PA Department of Education and described in Budget T.

U. AESOP Employee Substitute and Absence Management Agreement

To approve an agreement with Frontline Technologies, Inc. of Exton, PA, for 2013/2014 AESOP Automated Substitute Placement and Absence Management system as detailed in Budget U. Annual fee

based on current staffing is estimated at \$5,910.00 (\$2.50 per employee with sub-calling and \$1.75 per employee with absence reporting only).

V. Food Service Consulting Agreement 2013-14

To approve an agreement with School Operations Services Group, Inc. of Malvern, PA, to provide food service consulting services July 1, 2013 through June 30, 2014 at a monthly cost of \$3,500 as outlined in Budget V.

W. Food Service Budget 2013-14

To approve the 2013/2014 BHASD Food Service Budget in the amount of \$653,235 per Budget W.

X. Child Nutrition Program Participation Agreement

To approve the 2013-2014 Agreement for Participation in Child Nutrition Programs between the Berks Career & Technology Center and the Brandywine Heights Area School District as detailed in Budget X.

Y. Funds Transfer

To authorize the Business Manager to transfer \$11,000.00 in FY2012/2013 from the General Fund to the Food Service Fund for equipment purchases and repairs.

Z. Walk-in Freezer Repair

To approve the proposal from The Longacre Company of Bally, PA to replace the condensing unit, install a new evaporator and associated parts and labor on the Intermediate/Middle School Walk-in Freezer at a cost of \$9,940.00 per attached proposal Budget Z.

AA. HS Gymnasium Floor Maintenance

To approve the proposal from Miller Flooring Company, Inc. of West Chester, PA, to perform maintenance, cleaning and refinishing the High School gymnasium floor at a cost of \$3,770.00 as detailed in Budget AA.

BB. IS/MS Carpet Installation

To contract with Martin's Flooring, Inc. of Lancaster, PA, for the purchase and installation of carpet for the Intermediate/Middle School Band Practice Rooms as detailed in Budget BB at a cost of \$1,098.00.

CC. STAR Early Literacy Renewal

To approve a renewal contract with Renaissance Learning, Inc. of Wisconsin Rapids, WI, for 2013/2014 STAR Early Literacy Renaissance Place at a cost of \$3,950.00 as detailed in Budget DD.

Roll call was taken to approve the the Budget/ Finance/ Property/ Transportation Report.

Yeas: Mr. Bollinger, Ms. Eyrich, Mr. Groff, Mr. Heffner, Mrs. Huhn, Mrs. Lamaestra, Mrs. MacMillan, Mr. Rothermel, Mr. Scheetz

Nays: None

Motion Carried

SUPERINTENDENT'S REPORT

A motion was made by Mrs. Lamaestra, seconded by Ms. Eyrich to accept the Superintendent's Report. Ms. Eyrich requested a separate vote for item B. Mr. Heffner requested a separate vote for item J.

A. BCIU Driver Education Testing Course Agreement

Approve the 2012-13 Driver Education Testing Course Agreement (renews automatically each year) with the Berks County Intermediate Unit which allows Brandywine Heights Area School District students the option to participate in Behind-the-Wheel instruction and/or the opportunity to take the End of Course Skills test as part of the Driver Education Program at no cost to the District, as attached and marked Superintendent A.

B. HS Overseas Field Trip

Approve a High School Music Department Overseas Field Trip Request to Germany and Austria from March 25, 2015 through April 4, 2015 as attached and marked Superintendent B.

C. BCIU/SafeSchools Staff Development Subscription

Approve a subscription through a BCIU consortium to utilize the SafeSchools® Staff Development Video Library to address the requirement of Act 126 – Child Abuse Recognition and Reporting Training as well as many other staff training requirements at a cost not to exceed \$8 per employee (approximately \$2,400 per year). The program description is attached and marked Superintendent C.

D. K-8 Library Curricula

Approve the newly written K-8 Library Skills Curricula as attached and marked Superintendent D. *Final approval of curricula will be requested at the June 24, 2013 meeting.*

E. 9-12 Library Curricula

Approve the newly written 9-12 Information Literacy Library Curricula as attached and marked Superintendent E. *Final approval of curricula will be requested at the June 24, 2013 meeting.*

F. 1-3 Writing Program

Adopt the Zaner Bloser Online Writing Center with 6 year access for Grades 1-3 at a cost of \$11,717.56 and Grades 4-5 at \$11,397.00 as a part of the 2013-14 Curriculum cycle budget as attached and marked Superintendent F. *Final approval of the writing program will be requested at the June 24, 2013 meeting.*

G. K-5 Language Arts program

Adopt the Houghton Mifflin Harcourt Journeys Common Core Language Arts Program and student textbooks noted below for Elementary (K-3) and Intermediate (4-5) Schools as well as additional resources for Grades K-3 a cost of \$ 56,771.56 and Grades 4-5 at a cost of \$15,732.44 as part of the 2013-2014 curriculum cycle budget as attached and marked Superintendent F. *Final approval of the textbooks will be requested at the June 24, 2013 meeting.*

- Journeys Common Core Kindergarten ©2014, Houghton Mifflin Harcourt ISBN 9780547913636
- Journeys Common Core Grade 1 ©2014 Houghton Mifflin Harcourt ISBN 9780547885001
- Journeys Common Core Grade 2 ©2014 Houghton Mifflin Harcourt ISBN 9780547885018
- Journeys Common Core Grade 3 ©2014 Houghton Mifflin Harcourt ISBN 9780547885025
- Journeys Common Core Grade 4©2014, Houghton Mifflin Harcourt ISBN 9780547880532
- Journeys Common Core Grade 5 ©2014, Houghton Mifflin Harcourt, ISBN: 9780547885049

H. ESY Program 2013

Approve the 2013 ESY (Extended School Year) Program to be offered to students who meet eligibility requirements. The 2013 extended school year program will run July 1, 2013 through August 1, 2013. The program will offer four AM sessions (8:30-11:30) and four PM sessions (12:30-3:30). There is also a required in-service day for the teachers only on June 27, 2013.

I. SWEAP Program 2013

Approve the 2013 Summer Work Experience Assessment Program (SWEAP) Program for eight Special Education students. The SWEAP program requires one job coach for every five students to provide supervision, instruction for basic work skills, and work evaluations. The program will begin June 24, 2013 and end July 31, 2013, Monday – Wednesday, 8:30 to 3:30. There is a mandatory training for the SWEAP job coaches on June 20th at the Goodwill St. Lawrence Facility.

J. HS Handbook

Approve the Brandywine Heights High School Handbook with the revisions outlined as attached and marked Superintendent J.

K. IS Supplemental Math Program

Approve the implementation of ST Math (Mind Research Institute) as supplemental resources for Intermediate School Math for a one time start-up fee of \$19,000 as attached and marked Superintendent K.

L. Summer Reading Program

Approve the cooperative Summer Reading Program with Kutztown University.

Accept the following Informational Reports

Elementary & Intermediate Schools - Mrs. Zuidema

Middle School - Dr. Johnson

High School - Mrs. Piperato

Athletic Report – Mr. Kurzweg

Instructional Technology Report – Mr. Voelker

Enrollment Report

Roll call was taken to approve items A, C-I, and K-L of the Superintendent's Report.

Yeas: Mr. Bollinger, Ms. Eyrich, Mr. Groff, Mr. Heffner, Mrs. Huhn, Mrs. Lamaestra, Mrs. MacMillan, Mr. Rothermel, Mr. Scheetz

Nays: None

Motion Carried

Roll call was taken to approve item B of the Superintendent's Report.

Yeas: Mr. Bollinger, Mr. Groff, Mrs. Huhn, Mrs. Lamaestra, Mrs. MacMillan, Mr. Rothermel, Mr. Scheetz

Nays: Ms. Eyrich, Mr. Heffner

Motion Carried

Roll call was taken to approve item J of the Superintendent's Report.

Yeas: Mr. Bollinger, Ms. Eyrich, Mr. Groff, Mrs. Huhn, Mrs. Lamaestra, Mrs. MacMillan, Mr. Rothermel, Mr. Scheetz

Nays: Mr. Heffner

Motion Carried

PERSONNEL REPORT

A motion was made by Mrs. Lamaestra, seconded by Mr. Groff to accept the Personnel Report.

A. Resignations/Retirements/Terminations

- a. Accept the resignation of Ms. April Tarone, Elementary School Instructional Aide, effective April 30, 2013 as attached and marked Personnel A.a.
- b. Accept the resignation of Ms. Debra Tyson, High School Cook, effective June 5, 2013 as attached and marked Personnel A.b.
- c. Accept the retirement of Ms. Linda Windish, Elementary School Custodian, effective June 28, 2013 as attached and marked Personnel A.c.
- d. Accept the resignation of Mrs. Maria Sproat, Intermediate Learning Support Teacher, effective June 7, 2013 as attached and marked Personnel A.d.
- e. Terminate the employment of Mr. Lawrence Rossi, 5th Grade Intermediate School Teacher, upon exhaustion of his accumulated paid time off on or about March 12, 2013.

B. Change of Status

- a. Professional Staff – None
- b. Support Staff – None

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Rate</u>	<u>Effective</u>
Mrs. Julie Rapp	Part Time 5/hr BVA Aide	Full Time 7.5/hr BVA Aide	\$11.00/hr	7/1/2013
Mr. Dale Schlegel	Part Time 4/hr MS Custodian	Full Time 8/hr ES Custodian	\$9.50/hr	7/1/2013

C. Appointments –Summer Programs

- a. Professional Staff
 - Ms. Kayla Peters SWEAP Program Special Education Teacher
 - Mrs. Dawn Schwenk ESY Program Nurse
 - Mrs. Ashleah Tomisino ESY Program Special Education Teacher
 - Mrs. Janelle Moser ESY Program Special Education Teacher
 - Mrs. Erin Davis ESY Program Special Education Teacher
 - Mrs. Lyndsay Levensgood ESY Program Special Education Teacher
 - Mr. Nate Bentley ESY Program Special Education Teacher
 - Mrs. Gina Hook Summer Reading Program Coordinator
- b. Support Staff
 - Mrs. Patty Weaver SWEAP Program Paraprofessional
 - Ms. Karen Jones-Fisher ESY Program Paraprofessional and ESY Van Aide
 - Ms. Rebeka Singer ESY Program Paraprofessional
 - Ms. Donna Hertzog ESY Program Paraprofessional
 - Ms. Donna Heffner ESY Program Paraprofessional
 - Ms. Lynn Hilbert ESY Program Paraprofessional
- c. Long Term Substitute – Professional – None
- d. Short Term Substitute – Professional – None

- e. Additional Co-Curricular Appointments – Salaries to be determined per contract settlement. Approve the appointment of Dr. Kevin Dolan as Interim Student Council advisor for the purpose of writing end of year checks, in absence of advisor Mrs. Kelly Shaw, effective May 17, 2013.
- f. Additional Co-Curricular Athletic Appointments – scheduled for approval on June 24, 2013.

D. Approval of additions to the Substitute Lists

- a. Professional Substitutes – None
- b. Support Staff Substitutes
 - Sarah Mickey Custodial Substitute (pending clearances)
 - Tina Levan Summer Custodial Substitute
 - Linda Reinert Summer Custodial Substitute
 - Mary Arndt Summer Custodial Substitute
 - LuAnn Wessner Summer Custodial Substitute

E. Leaves

- a. Approve the request for an extended unpaid medical leave of absence for Mr. Larry Kern, Middle School Custodian, from May 14, 2013 through August 31, 2013 as attached and marked Personnel E.a.
- b. Approve the request for and unpaid leave of absence for Ms. Barbara Nester, High School Cook, from May 6, 2013 through the end of the 2012-13 school year as attached and marked Personnel E.b.
- c. Approve the request for an unpaid medical leave of absence for Ms. Debbie Steffy, Intermediate Instructional Aide, from May 23, 2013 through the end of the 2012-13 school year as attached and marked Personnel E.c.
- d. Approve the revised request for a maternity leave of absence for Mrs. Maria Sproat, Intermediate School Learning Support Teacher, from May 22, 2013 through the end of the 2012-13 school year as attached and marked Personnel E.d.
- e. To approve the request for unpaid leave for Mrs. Jilian Keller, Elementary Teacher, for the 2013-14 school year as attached and marked Personnel E.e.

F. Absence Without Pay – None

G. Other Personnel Items

- a. Approve Mr. Nathaniel Bentley, Middle School Special Education Teacher, as a Home Bound Instructor for the 2012-13 school year.
- b. Approve the 2013-14 Substitute Teacher rates as follows:

Substitute Teacher Rates	2012-13 Rates <small>(Board App. 6/25/12)</small>	2013-14 Suggested Rates
1-14 days	\$85 per day	\$85 per day
15-29 days	\$90 per day	\$90 per day
30 or more days	\$100 per day	\$100 per day
Short term sub (continuous for same teacher 15 days)	\$125 per day	\$125 per day

- c. Approve the 2013-14 Substitute Support Staff Rates as follows:

Support Staff Substitute Rates	2012-13 Rates <small>(Board App. 6/25/12)</small>	2013-14 Suggested Rates
Aides, Cafeteria Workers	\$8.50 per hour	\$9.50 per hour
Custodians	\$9.50 per hour	\$9.50 per hour
Van Drivers	\$10.75 per hour	\$10.75 per hour
LPNs		\$11.25 per hour

d. Approve the 2013-14 Starting Rates for Support Staff as follows:

Starting Rates for Support Staff	2012-13 Rates <small>(Board App. 6/25/12)</small>	2013-14 Suggested Rates
Aides, Custodians, Cafeteria	\$9.50 per hour	\$9.50 per hour
Secretaries, Van Drivers, Maintenance/Courier	\$12.50 per hour	\$12.50 per hour
Maintenance Worker, Skilled	\$15.00 per hour	\$15.00 per hour

Roll call was taken to approve the Personnel Report.

Yeas: Mr. Bollinger, Ms. Eyrich, Mr. Groff, Mr. Heffner, Mrs. Huhn, Mrs. Lamaestra, Mrs. MacMillan, Mr. Rothermel, Mr. Scheetz

Nays: None

Motion Carried

OTHER BUSINESS

The Board announced a Special Meeting would be held on June 13, 2013 at 7:00 pm to consider approving a support union counter to the paraprofessional proposal or contract to outsource paraprofessional services.

Public Comment: Mr. Dax Funderburk commented on the budget fund balance. Mrs. Rita Kayhart commented on the possible outsourcing of paraprofessional staff.

Mr. Funderburk also asked the board about plans for hiring a new Superintendent. Mr. Scheetz noted that the position has not yet been filled and internal candidates are being considered. The Board will update the public as new information becomes available.

ADJOURNMENT

Mr. Scheetz announced an executive session would be held immediately following the meeting to review personnel issues.

A motion was made by Mr. Heffner, seconded by Mr. Groff, to adjourn the meeting at 8:47 p.m.

Motion Carried

Approved

Nancy K. Krauss, Secretary
Katharine Seip, Recording Secretary