

POTTSGROVE SCHOOL DISTRICT
Administrative Office

TO: Members, Board of School Directors
FROM: Shellie A. Feola, Superintendent
DATE: September 9, 2014
RE: Monthly Meeting of the Board of Directors
Middle School

MONTHLY MEETING AGENDA

- I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE
- II. ROLL CALL
- III. APPROVAL OF MINUTES
- IV. EDUCATION REPORT
 - Unity Day Dr. Ramage
- V. PUBLIC COMMENT
- VI. REPORT OF THE SUPERINTENDENT
 - A. ACTION ITEMS
 - B. DISCUSSION ITEMS
 - 1. High School Student Board Representative Report
 - 2. Achiever
 - C. COMMITTEE REPORTS
 - 1. Policy
 - a. Accept the minutes from the 8-26-14 meeting.
 - 2. Operations and Facility
- VII. RECEIVING OF ACCOUNTS FOR AUDIT
 - A. High School Accounts
 - B. Middle School Accounts
 - C. Cafeteria Fund Accounts

Motion: _____ Seconded: _____ Vote: _____
- VIII. GRANTING OF ORDERS

Motion: _____ Seconded: _____ Vote: _____
- IX. TREASURERS REPORT

Motion: _____ Seconded: _____ Vote: _____
- X. NEW BUSINESS
- XI. ANSWERS TO PREVIOUS INQUIRIES
- XII. ADJOURNMENT

Motion: _____ Seconded: _____ Vote: _____

MEMORANDUM

TO: Members, Board of School Directors
FROM: Shellie A. Feola, Superintendent
DATE: September 9, 2014
RE: Meeting of the Board of School Directors
Middle School

VI. REPORT OF THE SUPERINTENDENT

A. ACTION ITEM - PERSONNEL

1. ADMINISTRATIVE STAFF

a. Appointment:

1.	Name:	Maura Roberts
	Position:	Director of Pupil Services
	Status:	Administrative Benefits per ACT 93
	Compensation:	\$127,500.00 prorated
	Effective Date:	Not to exceed 60 days from September 9, 2014

Doctorate of Philosophy in School Psychology, Lehigh University
Master's in Human Development, Lehigh University
Bachelors of Arts in Psychology, Moravian College

Dr. Roberts worked as a School Psychologist prior to beginning several administrative positions. She worked as the Special Education Consultant Supervisor and the Assistant Superintendent for Curriculum and Instruction and Pupil Services for the Easton School District from 2006 until 2012. Since 2012, she has been the Executive Director of Accountability and Instructional Student Support for the Reading School District.

ACTION: Approve the administrative staff item as submitted.

Motion: _____ Seconded: _____ Vote: _____

2. PROFESSIONAL STAFF

a. Resignations:

1. Name: Jamie Folk
Position: Teacher
Effective Date: Lower Pottsgrove Elementary
Release date not to exceed 60 days from
August 22, 2014

b. Approval of Substitute:

1. Name: Amanda Lawless
Position: Substitute Teacher
Effective Date: September 8, 2014

c. Resignation of Substitute:

1. Name: Crystal Marchese
Position: Substitute Teacher
Effective Date: September 3, 2014

ACTION: Approve the professional staff items as submitted.

Motion: _____ Seconded: _____ Vote: _____

3. SUPPORT STAFF

a. Resignations:

1. Name: M. Patricia Downey
Position: Instructional Assistant
Effective Date: Ringing Rocks Elementary
September 5, 2014
2. Name: Hether Fatal
Position: Duty Aide
Effective Date: Lower Pottsgrove Elementary
August 25, 2014

b. Appointments:

- 1. Name: Tiffany Williams
Position: Duty Aide - Lower Pottsgrove
Replacing Karen Gillespie
3 hours/10 minutes
All student days
Compensation: \$11.52 per hour
Effective Date: September 8, 2014

- 2. Name: Paul Lepard
Position: ACA Monitor
High School
7 hours per day/3 days per week
Replacing Richard Kovach
Compensation: \$14.02 per hour
Effective Date: September 10, 2014

- 3. Name: Sarah Bilinski
Position: Student Assistant
Ringing Rocks
7 hours per day/all student days
New position
Compensation: \$12.76 per hour
Effective Date: September 8, 2014

ACTION: Approve the support staff items as submitted.

Motion: _____ Seconded: _____ Vote: _____

4. STUDENT TEACHER ASSIGNMENTS

West Chester University

<u>Name:</u>	<u>Cooperating Teacher</u>	<u>Dates</u>
Amy Schmidhuber	Karen Martin -Ringing Rocks	August 2014 - December 2014

ACTION: Approve the student teacher assignment as submitted.

Motion: _____ Seconded: _____ Vote: _____

B. ACTION ITEM – BUSINESS

1. Recommendation to authorize administration to execute an agreement with Wordsworth Academy for one student for the 2014-2015 school year at a cost of \$72,285.00.

ACTION: Authorize administration to execute an agreement with Wordsworth Academy as presented.

Motion: _____ Seconded: _____ Vote: _____

2. Recommendation to authorize administration to enter into an agreement with Glen Mills schools for the 2014-2015 school year at a per diem rate of \$111.00 per regular education High School student and \$127.00 per special education or Middle School student.

ACTION: Authorize administration to enter into an agreement with Glen Mills Schools as presented.

Motion: _____ Seconded: _____ Vote: _____

3. Recommendation to authorize administration to enter into an agreement with the Chester County Intermediate Unit as presented.

ACTION: Authorize administration to enter into an agreement with the Chester County Intermediate Unit as presented.

Motion: _____ Seconded: _____ Vote: _____

4. Recommendation to authorize administration to enter into an agreement with the Carbon Lehigh Intermediate Unit for occupational therapy services for the 2014-2015 school year as presented.

ACTION: Authorize administration to enter into an agreement with the Carbon Lehigh Intermediate Unit as presented.

Motion: _____ Seconded: _____ Vote: _____

5. Recommendation to award the bid for snow removal services to Hopewell Trucking & Excavating at a projected cost of \$14,000 for this year.

ACTION: Award the bid for snow removal services to Hopewell Trucking & Excavating as presented.

Motion: _____ Seconded: _____ Vote: _____

6. Recommendation to approve the payment of the Pottsgrove High School Renovation Project invoices as presented.

MBR Construction Services, Inc. – Electrical Contractor	
Total amount of contract	4,601,800.00
Change Orders	<u>28,909.00</u>
Total amount of contract	4,630,709.00
Total paid to date	137,295.00
Current amount due	500,872.00
Balance to finish	3,992,542.00

Frey Lutz Corporation – Mechanical Contractor	
Total amount of contract	5,253,800.00
Change Orders	<u>55,318.00</u>
Total amount of contract	5,309,118.00
Total paid to date	114,482.25
Current amount due	479,080.35
Balance to finish	4,715,555.40

Integrity Mechanical, Inc. – Plumbing Contractor	
Total amount of contract	1,467,525.00
Change Orders	<u>47,949.00</u>
Total amount of contract	1,515,474.00
Total paid to date	252,438.30
Current amount due	132,428.91
Balance to finish	1,130,606.79

ACTION: Approve the payment of the invoices listed above.

Motion: _____ Seconded: _____ Vote: _____

7. Recommendation to approve the payment of the Pottsgrove Middle School Secure Vestibule Project invoices as presented.

Walter Brucker & Co., Inc. – General Contractor	
Total amount of contract	74,400.00
Change Orders	<u>0.00</u>
Total amount of contract	74,400.00
Total paid to date	35,670.60
Current amount due	31,289.40
Balance to finish	7,440.00

MJF Electrical Contracting, Inc. – Electrical Contractor	
Total amount of contract	33,690.00
Change Orders	<u>0.00</u>
Total amount of contract	33,690.00
Total paid to date	0.00
Current amount due	3,150.00
Balance to finish	30,540.00

ACTION: Approve the payment of the invoices listed above.

Motion: _____ Seconded: _____ Vote: _____

C. ACTION ITEM – EDUCATION

1. Administration recommends approval of the following conference attendance

- a. Cristina Kleinfelter, to attend Reasoning with Unreasonable People: Focus on Disorders of Emotional Regulation. The cost of the conference is \$114.00. Substitute coverage is not required.
- b. David Nester, Business Administrator, to attend the Four County Business Manager Fall Workshop. The cost of the workshop is \$400.00. Substitute coverage is not required.
- c. Rose Bilinski, Instructional Coach, to attend Practical Strategies for Making Math More Accessible to Our Students. The cost of the conference is \$107.00. Substitute coverage is not required.
- d. Rose Bilinski, Instructional Coach, to attend Intellectual Need in the Math Classroom. The cost of the workshop is \$197.00. Substitute coverage is not required.
- e. Mike Katzenmoyer, Director of Facilities, to attend the 2014 World Energy Engineering Congress. The cost of the conference is \$1,493.00. Substitute coverage is not required.

ACTION: Approve conference attendance as presented

Motion: _____ Seconded: _____ Vote: _____

2. Recommendation to approve mentors for 2014-2015

Support Teachers	New Teachers	Building
Sara Beaver	Matthew Ricci	Ringling Rocks El.
Maria Benedict	Brittany Marzella	Ringling Rocks El.
Karen Ottaviano	Carolyn Kochka	Ringling Rocks El.
Gary Christ	Brian Sheehan	High School
Autumn Kelly	Megan Rowson	Middle School
Kristin Rambo	Erica Daltry	Lower Pottsgrove El.
Tony Montes	Michele Moyer	High/Middle School
Della Caldwell	Katharina Fachin Lucas	High/Middle School
Jen Egan	Jean Randell	RR/West Pottsgrove El.
Holli Artim	Lauren Compton	High School
Alison Federoff	Tiffany Nguyen	High School
Kathleen Woods	Victoria Sarian	Middle School
Jane McEachern	Chloe Seidel	Middle School
Rose Bilinski	Amy Cantymagli	Middle School

ACTION: Approve mentors as presented

Motion: _____ Seconded: _____ Vote: _____

D. MISCELLANEOUS

1. Appointment:

Administration recommends the appointment of Chloe Klaus to serve as the Student Board Representative for the 2014-2015 school year.

ACTION: Approve the miscellaneous item as submitted.

Motion: _____ Seconded: _____ Vote: _____