

POTTSGROVE SCHOOL DISTRICT
Administrative Office

TO: Members, Board of School Directors
FROM: Shellie A. Feola, Superintendent
DATE: August 11, 2015
RE: Meeting of the Board of Directors
District Office

THE MONTHLY MEETING AGENDA

I. CALL TO ORDER

- A. Pledge of Allegiance
- B. Roll Call

II. PRESENTATIONS/RECOGNITION/AWARDS

- A. Retiree Recognition

III. PUBLIC COMMENT

IV. EXECUTIVE SESSION ANNOUNCEMENTS

Executive Sessions were held on July 14, 2015, July 23, 2015 and August 6, 2015 to discuss personnel.

V. APPROVAL OF MINUTES

- A. Monthly Board Action Minutes (6-16-15)

Motion: _____ Seconded: _____ Vote: _____

VI. RECEIVING OF ACCOUNTS FOR AUDIT

- A. High School Accounts
- B. Middle School Accounts
- C. Cafeteria Accounts

Motion: _____ Seconded: _____ Vote: _____

VII. GRANTING OF ORDERS

Motion: _____ Seconded: _____ Vote: _____

VIII. TREASURERS REPORT

Motion: _____ Seconded: _____ Vote: _____

IX. REPORT OF THE SUPERINTENDENT

A. Action Items

B. Discussion Items

1. Update on High School Renovation Project - Jim Hanna, D'Huy Engineering
2. Ringing Rocks Gymnasium Clean-up
3. High School Pride Period - Dr. William Ziegler

X. NEW BUSINESS

XI. ANSWERS TO PREVIOUS INQUIRIES

XII. ADJOURNMENT

Motion: _____ Seconded: _____ Vote: _____

A Message concerning recording devices: Board Policy #903 states, Microphones, cameras and other paraphernalia related to recording devices are only permitted at the table provided for the news media or with the express permission of the Board President. Extra lighting of any sort in the meeting room shall only be permitted with the express permission of the Board President. Adopted November 10, 2009.

MEMORANDUM

POTTSGROVE SCHOOL DISTRICT
Administrative Office

TO: Members, Board of School Directors
FROM: Shellie A. Feola, Superintendent
DATE: August 11, 2015
RE: Meeting of the Board of Directors
District Office

IX. REPORT OF THE SUPERINTENDENT

A. ACTION ITEM - PERSONNEL

1. ADMINISTRATIVE STAFF

a. Retirement:

1. Name: Jeffrey Madden
Position: Assistant Principal - High School
Date: September 4, 2015

ACTION: Approve the administrative staff item as submitted.

Motion: _____ Seconded: _____ Vote: _____

2. PROFESSIONAL STAFF

a. Retirement:

1. Name: Janet Lindley
Position: Title I Math Teacher - Lower Pottsgrove
Date: July 10, 2015

b. Resignation:

1. Name: Stephen Kincaid
Position: Guidance Counselor - Middle School
Date: July 31, 2015

2. Name: Amber Biddle
Position: Math Teacher - High School
Date: June 25, 2015

3. Name: Andrew Friedland
Position: Math Teacher - High School
Date: July 28, 2015

4. Name: Matthew Crater
Position: Teacher -Lower Pottsgrove
Date: July 7, 2015

c. Appointments:

1. Name: Lauren Compton
Education: St. Francis University - BS
Experience: Pottsgrove School District
September 2014 - present
Long Term Substitute Math Teacher
Pottsgrove High School
Oley Valley School District
LTS Math Teacher - 7th grade
September 2008 - June 2009
Certification: Mathematics 7-12
Position: Math Teacher- High School
Status: Contractual
Reason: Replacing Matthew Ostrow
Compensation: \$42,710 - Bachelors Step 2
Effective Date: September 1, 2015

2. Name: Tiffany Nguyen
Education: Phila. College of Osteopathic Med. - MS
West Chester University - BS
Experience: Pottsgrove School District
September 2014 - present
Long Term Substitute Biology Teacher
Pottsgrove High School
Certification: Biology 7-12
General Science 7-12
Position: Biology Teacher- High School
Status: Contractual
Reason: Replacing Frank Scaltrito
Compensation: \$46,108 - Masters Step 2
Effective Date: September 1, 2015

3. Name: Kelsey Hendler
Education: Penn State University - BA
Experience: Central Dauphin School District
January 2015 - May 2015
Student Teacher
Lower Dauphin High School
North Side Elementary School
Certification: Music PK-12
Position: Music Teacher- High School
Status: Contractual
Reason: Replacing Cindy Foust
Compensation: \$41,929 - Bachelors Step 1
Effective Date: September 1, 2015

4. Name: Colleen Ryan
Education: Immaculata University - BA
Experience: Collegium Charter School
August 2012 - present
4/5 Learning Support Teacher
Certification: Special Education PK-12
Elementary K-6
Position: Elementary Special Education Teacher
Lower Pottsgrove Elementary
Status: Contractual
Reason: Replacing Linda Rendina
Compensation: \$48,032 - Masters Step 3
Effective Date: September 1, 2015
5. Name: Chelsea Riedy
Education: Eastern University - MA
Experience: School District of Philadelphia
Hardy Williams Academy Mastery Charter
School
August 2010 - present
6th Grade Teacher
Certification: Special Education PK-12
Elementary K-6
Position: Kindergarten Teacher
West Pottsgrove Elementary
Status: Contractual
Reason: Replacing Al Reed
Compensation: \$46,581 - Bachelors Step 6
Effective Date: September 1, 2015
6. Name: Brian Haupt
Education: Gwynedd Mercy College - MA
Experience: Hatboro Horsham School District
Hatboro Horsham High School
August 2013 - present
Guidance Counselor
Certification: Secondary School Counselor
Position: Guidance Counselor
Pottsgrove Middle School
Status: Contractual
Reason: Replacing Stephen Kincaid
Compensation: \$48,032 - Masters Step 3
Effective Date: September 1, 2015
7. Name: Kelsey Scheipe
Education: Eastern University - MA
Experience: Charles County Public Schools
Hardy Williams Academy Mastery Charter
School
August 2013 - present
5th Grade Teacher
Certification: Elementary K-6
Mid-Level English 7-9

Position: Grade 4 teacher
 Lower Pottsgrove Elementary
 Status: Contractual
 Reason: Replacing Barbara Fagan
 Compensation: \$41,929 - Bachelors Step 1
 Effective Date: September 1, 2015

8. Name: Patricia Evans
 Position: Substitute Teacher
 Compensation: \$100.00 per day
 Effective Date: September 1, 2015

9. Name: Judy D'Arcy
 Position: Substitute Teacher
 Compensation: \$100.00 per day
 Effective Date: September 1, 2015

10. Position: 6th grade Summer Academy Teachers
 Pottsgrove Middle School
 Compensation: \$32.50 per hour - 3 hours per day
 Effective Date: August 24 - 27, 2015

- | | | | |
|----|----------------------|----|---------------|
| a. | Cristina Kleinfelter | b. | Janet Edleman |
| c. | Christine Henry | d. | Kim Kalinoski |
| e. | Kim Kelly | f. | Hillary Lilly |
| g. | Marilyn Eaton | | |

d. Leave of Absence

1. Name: Heather Geist
 Position: Teacher - Lower Pottsgrove
 Reason: FMLA - unpaid child rearing leave
 Effective Date: First day of the 2015-2016 school year
 Not to exceed 12 weeks.

2. Name: Julie Davis
 Position: Teacher - Pottsgrove Middle School
 Reason: FMLA - unpaid child rearing leave
 Effective Date: Approx. October 26, 2015 - February 1, 2016
 Not to exceed 12 weeks.

ACTION: Approve the professional staff items as submitted.

Motion: _____ Seconded: _____ Vote: _____

3. SUPPORT STAFF

a. Retirement:

1. Name: Rick Moore
 Position: Building Aide - High School
 Assistant Athletic Trainer
 Effective Date: August 2, 2015

b. Resignation:

1. Name: Terri Towson
Position: Payroll Specialist
Effective Date: August 2, 2015

c. Appointments:

1. Name: Dale Colgan
Position: Custodian - Pottsgrove High School
Replacing Jeremy Edelson
Compensation: \$15.35 per hour - 8 hours per day
Effective Date: August 17, 2015

2. Name: Richard Lawrence
Position: Custodian - Pottsgrove High School
Replacing Jeff Gabel
Compensation: \$15.35 per hour - 8 hours per day
Effective Date: August 17, 2015

3. Name: Ashlyn Bonkoski
Position: Instructional Assistant - Ringing Rocks
Replacing Lucy Patania
Compensation: \$14.02 per hour - 7 hours per day/all student days
Effective Date: September 1, 2015

4. Name: Joshua Ford
Position: Instructional Assistant - Lower Pottsgrove
New Position
Compensation: \$14.65 per hour - 7 hours per day/all student days
Effective Date: September 1, 2015

5. Name: Tricia Blumenstock-Daub
Position: Instructional Assistant - West Pottsgrove
New Position
Compensation: \$14.65 per hour - 7 hours per day/all student days
Effective Date: September 1, 2015

d. Leave of Absence

1. Name: Joanne Crosby
Position: Secretary/Receptionist - District Office
Reason: FMLA
Effective Date: July 20, 2015 - Not to exceed 12 weeks.

ACTION: Approve the support staff items as submitted.

Motion: _____ Seconded: _____ Vote: _____

4. MISCELLANEOUS

- a. Administration recommends approval of Grievance Settlement #2015-01 between the District and the Pottsgrove Education Association as submitted.
- b. Administration recommends approval of revised job description for the position of Payroll Specialist as submitted.

ACTION: Approve the miscellaneous items as submitted.

Motion: _____ Seconded: _____ Vote: _____

B. ACTION ITEM – BUSINESS

1. Recommendation to authorize administration to execute an agreement with Advanced Protection Services for the 2015-2016 school year at a rate of \$22 per hour.

ACTION: Authorize administration to execute an agreement with Advanced Protection Services as presented.

Motion: _____ Seconded: _____ Vote: _____

2. Recommendation to award the bid for the purchase of 3-72 passenger school buses to Wolfington Body Company as presented.

ACTION: Award the bid for the purchase of three-72 passenger school buses to Wolfington Body Company as presented.

Motion: _____ Seconded: _____ Vote: _____

3. Recommendation to authorize Fox Rothschild LLP to enter into an agreement for the property located at 550 Highland Road in Lower Pottsgrove Township, identified as Tax Parcel No. 42-00-00848-00-1, setting the property's assessment at (i) \$402,500 for tax year 2015 (school tax year 2015-16) and (ii) \$393,400 for tax year 2016 (school tax year 2016-17) and for each subsequent tax year until there is a change in assessment as permitted by applicable law.

ACTION: Authorize Fox Rothschild LLP to enter into an agreement for the property located as 550 Highland Road in Lower Pottsgrove Township as presented.

Motion: _____ Seconded: _____ Vote: _____

4. Recommendation to authorize administration to enter into an agreement with Susan Cleaver for speech and language services for the 2015-2016 school year at a rate of \$70 per hour.

ACTION: Authorize administration to enter into an agreement with Susan Cleaver as presented.

Motion: _____ Seconded: _____ Vote: _____

5. Recommendation to authorize administration to enter into an agreement with Progressions School for 2-3 special needs students for the 2015-2016 school year at an approximate cost of \$83,700.00.

ACTION: Authorize administration to enter into an agreement with Progressions School as presented.

Motion: _____ Seconded: _____ Vote: _____

- 6. Recommendation to authorize administration to enter into an agreement with New Story for one special needs student for the 2015-2016 school year at an approximate cost of \$67,500.00.

ACTION: Authorize administration to enter into an agreement with New Story as presented.

Motion: _____ Seconded: _____ Vote: _____

- 7. Recommendation to authorize administration to execute an agreement with Bayada Home Health Care, Inc. for substitute nursing services for the 2015-2016 school year at a rate of \$47 per hour.

ACTION: Authorize administration to execute an agreement with Bayada Home Health Care, Inc. as presented.

Motion: _____ Seconded: _____ Vote: _____

- 8. Recommendation to authorize administration to enter into an agreement with CMD Services, Inc. for transportation services for the 2015-2016 school year as presented.

ACTION: Authorize administration to enter into an agreement with CMD Services, Inc. as presented.

Motion: _____ Seconded: _____ Vote: _____

- 9. Recommendation to ratify the payment of the Pottsgrove High School Renovation Project invoices as presented.

E.R. Stuebner Construction, Inc. – General Contractor	
Total amount of contract	17,822,000.00
Change Orders	<u>508,326.99</u>
Total amount of contract	18,330,326.99
Total paid to date	9,609,977.01
Current Amount Due	1,324,431.47
Balance to finish	7,395,918.51

MBR Construction Services, Inc. – Electrical Contractor	
Total amount of contract	4,601,800.00
Change Orders	<u>39,800.65</u>
Total amount of contract	4,641,600.65
Total paid to date	3,162,326.00
Current Amount Due	101,376.00
Balance to finish	1,377,895.65

Frey Lutz Corporation – Mechanical Contractor	
Total amount of contract	5,253,800.00
Change Orders	<u>140,499.00</u>
Total amount of contract	5,394,299.00
Total paid to date	3,219,641.22
Current Amount Due	269,298.87
Balance to finish	1,905,358.91

Integrity Mechanical, Inc. – Plumbing Contractor	
Total amount of contract	1,467,525.00
Change Orders	<u>52,314.26</u>
Total amount of contract	1,519,839.26
Total paid to date	891,331.61
Current Amount Due	63,529.35
Balance to finish	565,008.35

ACTION: Ratify the payment of the invoices listed above.

Motion: _____ Seconded: _____ Vote: _____

- 10. Recommendation to ratify the payment of the Pottsgrove Middle School Cooling Tower Project invoices as presented.

Shannon A. Smith, Inc. – Mechanical Contractor	
Total amount of contract	131,491.00
Change Orders	<u>0.00</u>
Total amount of contract	131,491.00
Total paid to date	118,341.90
Current Amount Due	13,149.10
Balance to finish	0.00

ACTION: Ratify the payment of the invoices listed above.

Motion: _____ Seconded: _____ Vote: _____

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

E.R. Stuebner Construction, Inc. – General Contractor	
Total amount of contract	17,822,000.00
Change Orders	<u>557,307.96</u>
Total amount of contract	18,379,307.96
Total paid to date	10,934,408.48
Current Amount Due	1,238,980.40
Balance to finish	6,205,919.08

MBR Construction Services, Inc. – Electrical Contractor	
Total amount of contract	4,601,800.00
Change Orders	<u>39,800.65</u>
Total amount of contract	4,641,600.65
Total paid to date	3,263,702.00
Current Amount Due	59,229.00
Balance to finish	1,318,669.65

Frey Lutz Corporation – Mechanical Contractor	
Total amount of contract	5,253,800.00
Change Orders	<u>140,499.00</u>
Total amount of contract	5,394,299.00
Total paid to date	3,488,940.09
Current Amount Due	176,158.50
Balance to finish	1,729,200.41

Integrity Mechanical, Inc. – Plumbing Contractor	
Total amount of contract	1,467,525.00
Change Orders	<u>57,077.18</u>
Total amount of contract	1,524,602.18
Total paid to date	954,860.97
Current Amount Due	124,216.70
Balance to finish	445,554.71

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. Kathryn Pacitto, Supervisor of Special Education, to attend PA Fellowship Program for Special Education Leaders. The cost of the program is \$500.00. Substitute coverage is not required.
 - b. Kathryn Pacitto, Supervisor of Special Education, to attend PA Association of Pupil Service Administrators. The cost of the program is \$271.00. Substitute coverage is not required.
 - c. Deb Frasca, Middle School Teacher of the Gifted, to attend Gifted Boot Camp. The cost of the conference is \$368.00. Substitute coverage is required.
 - d. Roberta Oxenford, Child Accounting, and Ronald Linke, Assistant Business Administrator, to attend the Child Accounting Professional Association Conference. The cost of the conference is \$1,030.00. Substitute coverage is not required.
 - e. Lisa Jones, Ringing Rocks Elementary Principal, to attend Leadership Lab Using Differentiated Feedback to Cultivate Master Teachers. The cost of the workshop is \$1,267.00. Substitute coverage is not required.
 - f. Maura Roberts, Director of Pupil Services, to attend PA Association of Pupil Services. The cost of the conference is \$271.00. Substitute coverage is not required.
 - g. Shellie Feola, Superintendent, to attend AASA Conference. The cost of the conference is not to exceed \$2,900.00. Substitute coverage is not required.

ACTION: Approve conference attendance as presented.

Motion: _____ Seconded: _____ Vote: _____

a.

A. ACTION ITEM - PERSONNEL (CONTINUED)

2. PROFESSIONAL STAFF

b. Resignation:

4. Name: Beth Wykle
Position: School Psychologist
Date: August 11, 2015

c. Appointments:

11. Name: Breanna Flora
Education: West Chester University - BS
Experience: Great Valley School District
September 2014 - May 2015
Field Experience/Student Teacher
Certification: Elementary Pre K - 4
Position: Kindergarten Teacher
West Pottsgrove
Status: Contractual
Reason: Replacing Nancy Albright
Compensation: \$41,929 - Bachelors Step 1
Effective Date: September 1, 2015

12. Name: Joshua Noel
Education: Walden University - MA
Kutztown University - BS
Experience: Reading School District
October 2007 - June 2015
Elementary Teacher Grades 2 and 6
Certification: Elementary K-6
Position: Grade 5 Teacher
Lower Pottsgrove
Status: Contractual
Reason: Replacing Judy Sidebottom
Compensation: \$52,129 - Masters Step 5
Effective Date: September 1, 2015

13. Name: Jacquelyn Deck
Education: Drexel University - MS
Millersville University - BA
Experience: Upper Perkiomen School District
February 2014 - June 2015
Long Term Substitute
Grades 1/2
Certification: Elementary K - 6
Position: Long Term Substitute Kindergarten Teacher
Ringing Rocks

Status: Non - Contractual
Reason: Replacing Rachel Szalabofka
Compensation: \$41,929 - Bachelors Step 1
Effective Date: September 1, 2015

14. Position: Alternative Education Teacher
Compensation: \$32.50 per hour
Effective Date: September 1, 2015

- a. Joseph Shriver
- b. Jamie Harle

ACTION: Approve the professional staff items as submitted.

Motion: _____ Seconded: _____ Vote: _____

3. SUPPORT STAFF

c. Appointments:

6. Name: Kelly Knier
Position: Payroll Specialist
Reason: Replacing Terri Towson
Compensation: \$19.49 per hour
7.5 hours per day
Effective Date: September 1, 2015
7. Name: Carol Pierson
Position: Student Assistant
West Pottsgrove Elementary
new position per IEP
Compensation: \$12.22 per hour
5 hours per day/all student days
Effective Date: September 1, 2015
8. Name: Elizabeth Foster
Position: Student Assistant
Ringing Rocks Elementary
Replacing Sarah Bilinski
Compensation: \$12.22 per hour
7 hours per day/all student days
Effective Date: September 1, 2015
9. Name: Janie Craig
Position: Student Assistant
Pottsgrove Middle School
Replacing Judy Bransfield
Compensation: \$12.22 per hour
7 hours per day/all student days

10. Name: Lindsey Frederick
Position: Student Assistant
Lower Pottsgrove
Replacing Jessica Klaus
Compensation: \$12.22 per hour
7 hours per day/all student days
Effective Date: September 1, 2015
11. Name: Dylan Eaton
Position: Student Assistant
Ringing Rocks Elementary
Replacing Malcolm Carpenter
Compensation: \$12.22 per hour
7 hours per day/all student days
Effective Date: September 1, 2015
12. Name: Michelle Zepka
Position: Student Assistant
Pottsgrove Middle School
Replacing Zach Robinson
Compensation: \$12.22 per hour
7 hours per day/all student days
Effective Date: September 1, 2015
13. Name: Donna Colaiezzi
Position: Student Assistant
Pottsgrove Middle School
Replacing Josh Ford
Compensation: \$12.22 per hour
7 hours per day/all student days
Effective Date: September 1, 2015

ACTION: Approve the support staff items as submitted.

Motion: _____ Seconded: _____ Vote: _____

A. ACTION ITEM - PERSONNEL (CONTINUED)

1. ADMINISTRATIVE STAFF

b. Appointment:

- | | | |
|----|-----------------|--|
| 1. | Name: | Eric Daney |
| | Position: | Assistant Principal - High School
Replacing Jeff Madden |
| | Compensation: | \$97,000.00 per year |
| | Effective Date: | To be determined |

Mr. Daney joins Pottsgrove from Downingtown School District where he has served as the Science Curriculum Leader and the Universal Physics and S.T.E.M Pathway Teacher since 2011. Prior to that, he was a Physics and Physical Science Teacher at Exeter High School for five years. Mr. Daney has his Bachelors in Physics and Secondary Education from Albright College and his Masters in Educational Leadership from Wilkes University.

ACTION: Approve the administrative staff item as submitted.

Motion: _____ Seconded: _____ Vote: _____