

POTTSGROVE SCHOOL DISTRICT  
Administrative Office

TO: Members, Board of School Directors  
FROM: Shellie A. Feola, Superintendent  
DATE: April 12, 2016  
RE: Meeting of the Board of Directors  
Ringing Rocks Elementary, 7:30 p.m.

THE MONTHLY MEETING AGENDA

I. CALL TO ORDER

- A. Pledge of Allegiance
- B. Roll Call

II. PRESENTATIONS/RECOGNITION/AWARDS

III. PUBLIC COMMENT

IV. EXECUTIVE SESSION ANNOUNCEMENTS

There was an Executive session held prior to this evenings meeting to discuss personnel. There was also an Executive session held on Monday, April 11, 2016 to discuss personnel evaluations.

V. APPROVAL OF MINUTES

- A. Monthly Board Action Minutes (3-8-16)

Motion: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_

- B. Monthly Board Action Minutes (3-22-16)

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. TREASURER'S REPORT

Motion: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_

IX. REPORT OF THE SUPERINTENDENT

A. Student Board Representative - Dominique Johnson

B. Discussion Items

1. HS Renovation
  - a. Furniture
  - b. Change Orders
2. Board Meeting Locations Beginning 16-17

C. Action Items

D. Committee Items

1. Policy Committee
  - a. Accept the minutes from March 22, 2016 meeting
2. Operations/Facilities Committee
  - a. Report for April 12, 2016 meeting
3. Athletics/Co-Curricular Activities
  - a. Report for March 31, 2016 meeting
  - b. Accept the minutes from the March 31, 2016 meeting

X. NEW BUSINESS

XI. ANSWERS TO PREVIOUS INQUIRIES

XIII. PUBLIC COMMENT

XIV. ADJOURNMENT

**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: April 12, 2016  
RE: Meeting of the Board of Directors  
Ringling Rocks Elementary, 7:30 p.m.

IX. REPORT OF THE SUPERINTENDENT

A. ACTION ITEM - PERSONNEL

1. PROFESSIONAL STAFF

a. **Retirement:**

1. Name: Cynthia Henson  
Position: Substitute Teacher  
Effective Date: May 31, 2016

ACTION: Approve the professional staff items as submitted.

Motion: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_

2. SUPPORT STAFF

a. **Resignation:**

1. Name: Linda Orlando  
Position: Support Staff Substitute  
Effective Date: March 31, 2016

b. **Appointments:**

1. Name: Leighanne Spilman-Cooper  
Position: Attendance Clerk - High School  
Replacing Gail Ivins  
7 hours per day - 201 days per year  
Compensation: \$13.86 per hour  
Effective Date: April 13, 2016

ACTION: Approve the support staff items as submitted.

Motion: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_

**3. STUDENT TEACHER ASSIGNMENT**

St. Joseph's University

<u>Name</u>	<u>Cooperating Teacher</u>	<u>Dates</u>
Malcolm Carpenter	Crystal Lloyd	September 6 - December 9, 2016

ACTION: Approve the student teacher assignment as submitted.

Motion: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_

**4. SUPPLEMENTALS/SPECIAL PAYMENTS**

**a. Resignations:**

1.	Name:	James Porter
	Position:	Lacrosse HS Asst. Coach
	Effective Date:	March 29, 2016

**b. Appointments:**

1.	Name:	Steve Wurtz*
	Position:	Lacrosse HS Asst. Coach Replacing James Porter
	Effective Date:	April 13, 2016

\*Denotes non faculty member

ACTION: Approve the supplemental/special payments as submitted.

Motion: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_

**B. ACTION ITEM – BUSINESS**

1. Recommendation to approve two settlement agreements as presented.

ACTION: Approve two settlement agreements as presented.

Motion: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_

2. Recommendation to authorize administration to enter into an agreement with Carbon Lehigh IU for occupational therapy services for one student at an approximate cost of \$5,000 per year.

ACTION: Authorize administration to enter into an agreement with Carbon Lehigh IU as presented.

Motion: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_

3. Recommendation to authorize administration to enter into an agreement with Sweet, Stevens, Katz & Williams, LLP for the 2016-2017 school year at a cost of \$5,531.40.

ACTION: Authorize administration to enter into an agreement with Sweet, Stevens, Katz & Williams, LLP as presented.

Motion: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_

4. Recommendation to authorize administration to enter into an agreement with Elwyn for extended school year services for one student at a projected cost of \$8,223.60.

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

Motion: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_

5. Recommendation to authorize administration to enter into a Sponsorship Agreement with Market Street Sports Group, LLC and CommunityAid Clothing Collection and Thrift Stores at a cost of \$6,000 per year.

ACTION: Authorize administration to enter into a Sponsorship Agreement with Market Street Sports Group, LLC and CommunityAid Clothing Collection and Thrift Stores as presented.

Motion: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_

6. Recommendation to approve budget transfers for March 2016.

ACTION: Approve budget transfers for March 2016 as presented.

Motion: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_

7. 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>670,664.77</u>
Total amount of contract	18,492,664.77
Total paid to date	15,995,285.94
<b>Current Amount Due</b>	<b>42,899.63</b>
Balance to finish	2,454,479.20

**Frey Lutz Corporation – Mechanical Contractor**

Total amount of contract	5,253,800.00
Change Orders	<u>77,350.78</u>
Total amount of contract	5,331,150.78
Total paid to date	4,522,375.99
<b>Current Amount Due</b>	<b>29,026.30</b>
Balance to finish	779,748.49

**Integrity Mechanical, Inc. – Plumbing Contractor**

Total amount of contract	1,467,525.00
Change Orders	<u>-8,933.97</u>
Total amount of contract	1,458,591.03
Total paid to date	1,243,346.05
<b>Current Amount Due</b>	<b>42,011.38</b>
Balance to finish	173,233.60

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. Ronald Linke, Assistant Business Manager, to attend the PICPA conference. The cost of the conference is \$289.00. Substitute coverage is not required.
  - b. David Nester, Business Administrator, Ronald Linke, Assistant Business Administrator, Kelly Knier, Payroll Specialist, and Joyce Dawson, Accounts Payable Specialist, to attend PA Users Group Meeting for K12 Financial Software. The cost of the training is \$765.00. Substitute coverage is not required.
  - c. Theresa Urban, Benefits Specialist, and Debbie Brilla, Human Resources Specialist to attend How to Navigate Employee Leaves. The cost is \$240.00. Substitute coverage is not required.
  - d. Kate Pacitto, Supervisor of Special Education, to attend Lehigh University’s 44th Annual Special Education Law conference. The cost is \$195.00. Substitute coverage is not required.

ACTION: Approve conference attendance as presented.

Motion: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_

**D.**     **POLICIES**

1.     Administration requests approval of the following new and revised policies:

Policy 004.1	Student Board Representation	Revised Policy
Policy 214	Class Rank	Revised Policy
Policy 217	Graduation Requirements	New Policy
Policy 249	Bullying/Cyber Bullying	Revised Policy

ACTION: Approve the new and revised policies as submitted.

Motion: \_\_\_\_\_     Seconded: \_\_\_\_\_     Vote: \_\_\_\_\_



a.

**A. ACTION ITEM - PERSONNEL (continued)**

**5. ADMINISTRATIVE STAFF**

**a. Appointment:**

- |    |                 |                                    |
|----|-----------------|------------------------------------|
| 1. | Name:           | Kathryn Pacitto                    |
|    | Position:       | Director of Pupil Services         |
|    | Status:         | Administrative Benefits per ACT 93 |
|    | Compensation:   | \$121,000.00 per year - prorated   |
|    | Effective Date: | April 13, 2016                     |

Masters of Education in Counseling and Educational Psychology - West Chester University

Mrs. Pacitto has worked as the Supervisor of Special Education at Pottsgrove since May 2015. Prior to her appointment here, she worked at Collegium Charter School since 2005. While there, she was the Assistant Director of Student Services for one year and in 2013 was named the Director of Student Services. In addition to her administrative positions, Ms. Pacitto also worked as the Mentor Program Coordinator for three years, the Lead Teacher for two years and was the Secondary School Counselor from 2005 - 2012.

**ACTION: Approve the administrative staff item as submitted.**

Motion: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_