

Minutes
Of the
KUTZTOWN AREA SCHOOL DISTRICT
Board of Directors Special Meeting
Monday, November 19, 2012, 7:30 p.m.

The Board of Directors of Kutztown Area School District met for a board meeting on Monday, November 19, 2012 at 7:30 p.m. in the library of the Kutztown Area High School, pursuant to due notice to board members and the public.

Present Pat Bealer, Randy Burch, Alan Darion, Amy Faust, Caecilia Holt, Jim Shrawder, Carl Ziegler, Jordan Kemp (student representative, 8:45 p.m.)

Absent Kurt Friehauf, Craig Schroeder

Also Present Katherine Metrick, Karl Olschesky, Rikki Clark, Mick O'Neil, Matt Link, Rebecca Beidelman, James Brown, Erin Anderson (8:50 p.m.), Barbara Richard, Kelly Miller, Lisa Mitchell, Ron Devlin, Philip Moyer, Chris Harrington

Call to Order The meeting was called to order at 7:34 p.m. by President Ziegler.

Welcome President Ziegler welcomed guests and opened the meeting with a moment of silence and Pledge of Allegiance to the flag. He asked everyone to sign the attendance book and mark the topic of comment next to his/her name. He requested that anyone wishing to speak on an agenda item please raise his/her hand to be recognized. He announced there was an executive session conducted prior to the meeting to discuss personnel matters. He indicated that this meeting was being tape recorded.

Approval of Minutes Motion made by Amy Faust, seconded by Caecilia Holt, to approve the Minutes of the October 19, 2012 and November 5, 2012 School Board meetings, and the November 12, 2012 Extra-Curricular Committee and Student Achievement Committee meetings.

Roll call vote: Yes 7 No 0 Absent 2 (Friehauf, Schroeder)
Motion carried.

Treasurer's Report Motion made by Al Darion, seconded by Amy Faust, to accept the treasurer's report of the General Fund.

Roll call vote: Yes 7 No 0 Absent 2 (Friehauf, Schroeder)
Motion carried.

Ratification of General Account Bills Motion made by Pat Bealer, seconded by Amy Faust, to ratify for payment the general account bills in the amount of \$2,059,043.07.

Roll call vote: Yes 7 No 0 Absent 2 (Friehauf, Schroeder)
Motion carried.

Approval of General Account Bills Motion made by Amy Faust, seconded by Pat Bealer, to approve for payment the general account bills in the amount of \$407,569.61.

Roll call vote: Yes 7 No 0 Absent 2 (Friehauf, Schroeder)
Motion carried.

Approval of Construction Account Bills Motion made by Amy Faust, seconded by Pat Bealer, to approve for payment the construction account bills in the amount of \$27,195.00.

Roll call vote: Yes 7 No 0 Absent 2 (Friehauf, Schroeder)
Motion carried.

Superintendent's Report Mrs. Metrick reported the "Hello Dolly" musical was absolutely amazing, the kids were incredible, and the entire show was moving. Mrs. Metrick recognized the following students for their wonderful accomplishments:

- Caroline Cevallos for being selected as a National Hispanic Recognition Program Scholar
- Samuel Summer for being selected as a National Merit Scholarship Semifinalist
- Trevor Shaffer for being honored by the Chamber of Commerce for business excellence
- Amy Fister for signing with University of Memphis for rifle
- Jodi Weaknecht for signing with Lock Haven University for softball

Dr. Chris Harrington provided an update on technology infrastructure, projects, programs, collection of data, and processes being instituted. He also presented a KVA update that enrollments have stabilized and the program has recaptured some students back from cyber-charter schools and students planning to drop-out. Some teachers are taking a custom-designed 16-week course to learn to design and build courses and teach in an online environment.

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Committee Reports

- EITC**
Pat Bealer Mrs. Bealer reported the committee is looking at a machine to scan forms as they are received which will cut down on retrieval time, storage, and overtime for cross-training individuals.
- PSBA**
Caecilia Holt Mrs. Holt and Mrs. Faust reported they attended the legislative policy council in Hershey last month, in which everything passed besides implementing an extra tax on businesses. They reported they attended sessions on education resources, technology, evaluations, budgets, and pensions.
- ECC**
Amy Faust Mrs. Faust reported the committee discussed extra duty position pay increases and directed Mr. O'Neil to contact neighboring districts to inquire if they are interested in any additional sport co-op opportunities.
- BCIU**
Carl Ziegler No report.
- BCTC**
Pat Bealer Mrs. Bealer reported they experienced a successful audit. She reported BCTC has established an associates mechanical degree program consisting of one year hands-on at BCTC and one year at an institution such as RACC. She also reported they negotiated to buy a 5-acre property for an adult CDL program.
- Policy and Curriculum**
Caecilia Holt Mrs. Holt reported the committee discussed the idea of a few curriculum facilitator positions which will support the development and writing of curriculum and other coordination roles between building levels.
- Student Achievement**
Al Darion Dr. Darion reported the committee was presented with PSSA and PVASS data from building principals. He reported they also discussed the suggestion of making Keystone Exams a graduation requirement.
- Facilities**
Amy Faust Mrs. Faust reported the committee is working with lists to prioritize future projects. She reported the committee also discussed improving the outside appearance of the high school building.

Personnel

Motion made by Pat Bealer, seconded by Amy Faust, to approve the following personnel items:

1. The acceptance, with regret, of the resignation due to retirement of Rosemary A. Zettlemoyer as an elementary teacher at Greenwich-Lenhartsville Elementary School, effective the end of the 2012-2013 school year.
2. The approval of the following guest substitute teachers through the Berks County Intermediate Unit for the 2012-2013 school year, effective November 20, 2012, at a rate of \$100 per day for days 1-20 and \$110 per day for days 21 and thereafter:

Zane G. Zwillinger	Zachary C. McDonough
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3. The approval of Nicole M. Gonzalez as a substitute teacher for the 2012-2013 school year, effective November 8, 2012, at a rate of \$100 per day for days 1-20 and \$110 per day for days 21 and thereafter.
4. The approval of the following as substitute teachers for the 2012-2013 school year, effective November 20, 2012, at a rate of \$100 per day for days 1-20 and \$110 per day for days 21 and thereafter:

Brooke M. Schell	Kara M. Bellis	M. Katherine Rusiecki
Michael A. Yoder	Abigail L. Oswald	Michael J. Maher
Katherine D. Ache	Colleen N. Luskin	
5. The approval of the following as substitute nurse aides for the 2012-2013 school year, effective November 20, 2012, at a rate of \$13.50 per hour.

Vanessa Sherrer	Margaret E. McKenna
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6. The approval of Anne E. Osenbach as a substitute cafeteria employee for the 2012-2013 school year, effective November 20, 2012, at a rate of \$8.50 per hour.
7. The approval of the following coaches for the 2012-2013 school year:

Brooke M. Reidenhour	Volunteer Twirling Coach
Stephen E. Sharadin	Volunteer Wrestling Coach
8. The approval of an extended family medical leave (FMLA) for employee #5 commencing on November 27, 2012 through December 25, 2012, and an uncompensated leave, per Policy 339, commencing on December 26, 2012 through the end of the 2012-2013 school year. (Original FMLA approved from October 3, 2012 through November 26, 2012.)
9. The approval of the extension for Jade E. Rauch as a long-term substitute kindergarten teacher at Albany Elementary School for employee #5 commencing on November 22, 2012, through the end of the 2012-2013 school year.
10. The approval of John A. Ebner as a district technology liaison for the elementary schools for the 2012-2013 school year at a stipend of \$750.

Roll call vote: Yes 7

No 0

Absent 2 (Friehauf, Schroeder)

Motion carried.

All Personnel are Approved Pending the District's Receipt of All Mandated Credentials

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- Student Vacation Requests** Motion made by Amy Faust, seconded by Pat Bealer, to approve the following parent requests:
1. The approval for student #104405 to take a five-day vacation absence from November 27 through December 3, 2012. This will exceed the allotted vacation time by three days due to a previous vacation absence.
 2. The approval for student #102638 to take a seven-day vacation absence from November 27, 2012 through December 5, 2012. This will exceed the allotted vacation time by six days due to a previous vacation absence.
- Roll call vote: Yes 6 No 1 (Darion) Absent 2 (Friehauf, Schroeder)**
Motion carried.
- Conference Request** Motion made by Amy Faust, seconded by Al Darion, to approve the request for Katherine D. Metrick to attend the New Superintendents' Academy #3 in Harrisburg, PA, on January 16-17, 2013, at a cost of \$381.32.
- Roll call vote: Yes 7 No 0 Absent 2 (Friehauf, Schroeder)**
Motion carried.
- Travel Accident Insurance** Motion made by Amy Faust, seconded by Caecilia Holt, to approve the purchase of 24-hour Travel Accident Insurance for the 2013 calendar year from the Pennsylvania School Boards Association (PSBA) Insurance Trust for the following employees at an annual cost of \$35.50 per person:
- | | | |
|----------------------|-------------------|--------------------|
| Katherine D. Metrick | Karl J. Olschesky | Rikki L. Clark |
| Michael P. O'Neil | Matthew J. Link | Barbara L. Richard |
- Roll call vote: Yes 7 No 0 Absent 2 (Friehauf, Schroeder)**
Motion carried.
- Collector for Delinquent Taxes** Motion made by Amy Faust, seconded by Caecilia Holt, to appoint Berkheimer as the exclusive tax collector for delinquent per capita taxes, per the attached resolution, and pending solicitor review.
- Roll call vote: Yes 6 No 1 (Bealer) Absent 2 (Friehauf, Schroeder)**
Motion carried.
- District Liaison** Motion made by Amy Faust, seconded by Caecilia Holt, to appoint the school district business administrator as liaison between the school district and Berkheimer, per the attached resolution and pending solicitor review.
- Roll call vote: Yes 7 No 0 Absent 2 (Friehauf, Schroeder)**
Motion carried.
- Tax Hearing Officer** Motion made by Amy Faust, seconded by Al Darion, to appoint Berkheimer as the delinquent per capita tax hearing officer for the purpose of adjudicating appeals, per the attached resolution and pending solicitor review.
- Roll call vote: Yes 7 No 0 Absent 2 (Friehauf, Schroeder)**
Motion carried.
- Tax Collection Costs** Motion made by Amy Faust, seconded by Randy Burch, to authorize and empower Berkheimer to impose and retain the costs of collection on delinquent per capita taxes, per the attached resolution and pending solicitor review.
- Roll call vote: Yes 7 No 0 Absent 2 (Friehauf, Schroeder)**
Motion carried.
- Collection of Per Capita Taxes** Motion made by Amy Faust, seconded by Randy Burch, to approve the agreement with H.A. Berkheimer Inc., pending solicitor review, for the collection of delinquent per capita taxes with an initial two year term of January 1, 2013 to December 31, 2015, per the attached.
- Roll call vote: Yes 7 No 0 Absent 2 (Friehauf, Schroeder)**
Motion carried.
- PSBA Professional Services** Motion made by Pat Bealer, seconded by Amy Faust, to approve the contract with the Pennsylvania School Boards Association (PSBA) for the Administrative Regulation Service, PNN+ Option, for the 2013 calendar year, at a cost of \$1,850, per the attached.
- Roll call vote: Yes 7 No 0 Absent 2 (Friehauf, Schroeder)**
Motion carried.
- Monetary Donation** Motion made by Pat Bealer, seconded by Amy Faust, to approve the acceptance of a donation of \$650 from Eleanor and David Merkel to pay for commissioned music written for Kutztown and Greenwich-Lenhartsville Elementary School Chorus. The song will be performed for the first time in public at the Spring Concert in May.
- Roll call vote: Yes 7 No 0 Absent 2 (Friehauf, Schroeder)**
Motion carried.
- Copier/Printer Leases** Motion made by Amy Faust, seconded by Al Darion, to approve the lease of seven new copier/printers from Fraser Advanced Information Systems for a period of 60 months. Fraser will assume responsibility and dispose of the existing eight units at a cost of \$400.
- Roll call vote: Yes 5 No 2 (Faust, Shrawder) Absent 2 (Friehauf, Schroeder)**
Motion carried.

