

POTTSVILLE AREA SCHOOL DISTRICT

Board of Directors
Regular Meeting
August 21, 2013
7:30 p.m.
Academic Center

Present: Mr. Boran, Mrs. Grube, Atty.
Rismiller, Dr. Smink, Mr. Thomas,
Mr. Wagner, Dr. Zwiebel,
Superintendent; Mr. Curran, Business
Manager / Board Secretary; Atty. Thornburg,
Solicitor; Mr. Ansbach, Mr. Pytak,
Pottsville Republican; Mrs. Lombel
Absent: Mrs. Petchulis, Mr. Krater, Dr. Cortese

The meeting was called to order at 7:30 p.m. by President John Boran.

After the Pledge of Allegiance, President Boran announced there would be an Executive Session and would resume the Board meeting at the conclusion of the Executive Session. Executive Session concluded at 8:40p.m.

On motion of Mr. Thomas, seconded by Mr. Wagner, the Board dispensed with the reading of the minutes of both the work session held on July 10, 2013 as well as the regular board meeting held on July 17, 2013. Since all members received copies, and there being no additions or corrections, the minutes were approved. Motion carried.

On motion of Atty. Rismiller, seconded by Mr. Thomas, the Board accepted the report of the Treasurer for the month of July 2013 school year and directed that it be appended to the minutes. Motion carried.

On motion of Mr. Wagner, seconded by Mrs. Grube, the Operating Report of the Pottsville Area School District Cafeterias for the month of July 2013 was accepted and ordered filed. Motion carried.

On motion of Mr. Wagner, seconded by Mrs. Grube, the Financial Statement of the Pottsville Area School District Cafeterias for the month of July 2013 was accepted and ordered filed. (See office files.) Motion carried.

On recommendation of Mrs. Lisa Eckley, Food Service Director, and on motion of Mr. Wagner, seconded by Atty. Rismiller, the Board set the following lunch prices for the 2013-2014 school year: Elementary Student Lunch - \$2.00; Secondary Student Lunch - \$2.10; Adult Lunch - \$3.25; Extra Milk - \$.60; and Reduced Price Lunch - \$.40 (All schools). Prices will remain the same as the 2012-2013 school year. Motion carried by roll call vote: Atty. Rismiller, Dr. Smink, Mr. Thomas, Mrs. Grube, Mr. Wagner and Mr. Boran, Aye; Mr. Krater, Dr. Cortese, Mrs. Petchulis, Absent.

On motion of Mr. Wagner, seconded by Atty. Rismiller, the Board also set the following breakfast prices for the 2013-2014 school year: Elementary Student Breakfast - \$1.40; Secondary Student Breakfast - \$1.45; Adult Breakfast - \$2.25; Extra Milk - \$.60; and Reduced Price Breakfast - \$.30 (All schools). Prices will remain the same as the 2012-2013 school year. Motion carried by roll call vote: Atty. Rismiller, Dr. Smink, Mr. Thomas, Mrs. Grube, Mr. Wagner and Mr. Boran, Aye; Mr. Krater, Dr. Cortese, Mrs. Petchulis, Absent.

On motion of Atty. Rismiller, seconded by Dr. Smink, the Board approved the 2nd Reading of the following policies:

- Policy 808 – Food Service
- Policy 808.1 – Free/Reduced Meals

Motion carried.

A list of bills, as appended, was submitted for payment. (Copy to each Director.)

On motion of Mr. Wagner, seconded by Mr. Thomas, vouchers were ordered drawn in payment of the bills listed or where vouchers had been drawn, such action was approved and the list of bills was ordered appended to the minutes. Motion carried.

On recommendation of Atty. Thornburg, and on motion of Atty. Rismiller, seconded by Mr. Thomas, the Board approved the 2nd Reading of the following policies:

- Policy 800 AR – Records Management (2nd Reading)
- Policy 800 AR 1 – Records Retention Schedule (2nd Reading)
- Policy 800 AR 2 – Litigation Hold (2nd Reading)
- Policy 801 AR – Exempted Records (2nd Reading)
- Policy 801 AR 1 – Disclosure of Certain Records (2nd Reading)
- Policy 801 AR 2 – Fee Structure (2nd Reading)

Motion carried.

Atty. Thornburg reviewed the use of force policy statement with the board members and suggested that it be revised to reflect school security and not school police. The board members agreed and Atty. Thornburg stated it would be changed on the agenda for the September meeting.

On recommendation of Atty. Thornburg, and on motion of Mr. Wagner, seconded by Mr. Thomas, the Board approved to waive back taxes on a property in the Borough of Palo Alto that had been torn down and had no insurance. This motion had been previously approved. Motion carried.

The Superintendent submitted part-time payroll bills and recommended payment.

On motion of Mr. Thomas, seconded by Mr. Wagner, the Board authorized payment to the persons listed in the amounts indicated after their respective names for services on

the programs specified in accordance with payroll bills submitted and approved by the Superintendent. (See office files.) Motion carried.

On the recommendation of the Superintendent, and on motion of Mr. Thomas, seconded by Mr. Wagner, the Board approved the preapproval of the credits indicated for the following professional employees be ratified in accordance with the negotiated agreement between the PASD and the PASDEA:

Tracey Fidler	-	2 credits
Stephen Horvath	-	3 credits
Jill Quigley	-	3 credits
Courtney Reichert	-	6 credits
Stephanie Ziegmont	-	3 credits

Motion carried.

On the recommendation of the Superintendent, and on motion of Mr. Thomas, seconded by Mr. Wagner, the Board approved the reimbursement for the professional employee as indicated for the successful completion of a preapproved credit course in accordance with the negotiated agreement between the PASD and the PASDEA:

Judith DiObilda	-	\$ 270.00
Alicia Fehr	-	\$2,418.00
Kayla Fehr	-	\$2,418.00
Maria Hinchey	-	\$ 540.00
Samantha Lecher	-	\$ 2,674.00
Christopher Lombel	-	\$1,417.50
Kara Prock	-	\$2,418.00
Jill Quigley	-	\$1,209.00
Joann Weres	-	\$ 270.00
Kate Zimmerman	-	\$ 800.00
Stephanie Ziegmont	-	\$2,574.00

Motion carried by roll call vote: Atty. Rismiller, Dr. Smink, Mr. Thomas, Mrs. Grube, Mr. Wagner and Mr. Boran, Aye; Mr. Krater, Dr. Cortese, Mrs. Petchulis, Absent.

On the recommendation of the Superintendent, and on motion of Mr. Thomas, seconded by Mr. Wagner, the Board approved the following employees be granted a maternity /child rearing leave from their teaching positions:

Kimberly Akers	-	16 weeks tentatively beginning October 24, 2013
Carolyn March	-	August 26, 2013 – January 2, 2014

Motion carried.

On the recommendation of the Superintendent, and on motion of Mr. Thomas, seconded by Mr. Wagner, the Board approved the following salary adjustment be approved and become effective for the 2013-2014 school term:

Alicia Fehr	-	Bachelor's +15
Kayla Fehr	-	Bachelor's +15
Mary Fetterolf	-	Master's +15
Paula Jones	-	Master's

Motion carried.

On the recommendation of the Superintendent, and on motion of Mr. Thomas, seconded by Mr. Wagner, the Board approved the re-appointment of MaryEllen Setlock as federal program coordinator for the 2013-2014 school year. It is further recommended that her salary be set at \$12,000.00. Motion carried by roll call vote: Atty. Rismiller, Dr. Smink, Mr. Thomas, Mrs. Grube, Mr. Wagner and Mr. Boran, Aye; Mr. Krater, Dr. Cortese, Mrs. Petchulis, Absent.

On the recommendation of the Superintendent, and on motion of Mr. Thomas, seconded by Mr. Wagner, the Board approved the substitute rate of \$90.00 per day be set for the 2013-2014 school year. Motion carried.

On the recommendation of the Superintendent, and on motion of Mr. Thomas, seconded by Mr. Wagner, the board approved that the 2013-2014 substitute list be adopted with the understanding that this list be updated and modified on a continuous basis. (See office files). Motion carried.

On the recommendation of the Superintendent, and on motion of Mr. Thomas, seconded by Mr. Wagner, the Board awarded Pottsville Area High School diplomas to six members of the Class of 2013 based upon their successful completion of the requirements and the recommendation of the High School Principal. Motion carried.

On the recommendation of the Superintendent, and on motion of Mr. Thomas, seconded by Mr. Wagner, the board approved the following professional employees be appointed as Lead Teachers for the 2013-2014 school year at the stipend listed in accordance with the negotiated agreement between the PASD and the PASDEA.

Michelle Boran	-	MS Reading Department Lead Teacher	\$2,200.00
Catherine Zimmerman	-	K-12 Music Department Lead Teacher	\$2,400.00

Motion carried by roll call vote: Atty. Rismiller, Dr. Smink, Mr. Thomas, Mrs. Grube, Mr. Wagner and Mr. Boran, Aye; Mr. Krater, Dr. Cortese, Mrs. Petchulis, Absent.

On the recommendation of the Superintendent, and on motion of Mr. Thomas, seconded by Mr. Wagner, the board approved the proposal from Progressive Pediatrics to provide physical therapy services for the 2013-2014 school year at a rate of \$59.00 per hour. Motion carried by roll call vote: Atty. Rismiller, Dr. Smink, Mr. Thomas, Mrs. Grube, Mr. Wagner and Mr. Boran, Aye; Mr. Krater, Dr. Cortese, Mrs. Petchulis, Absent.

On the recommendation of the Superintendent, and on motion of Mr. Thomas, seconded by Mr. Wagner, the board approved the school security rate of \$18.00 per hour. Motion carried by roll call vote: Atty. Rismiller, Dr. Smink, Mr. Thomas, Mrs. Grube, Mr. Wagner and Mr. Boran, Aye; Mr. Krater, Dr. Cortese, Mrs. Petchulis, Absent.

In addition, Dr. Zwiebel informed the Board that during the summer, the administrative staff has prepared for the opening of the 2013-2014 school year. A district in-service program will be held for teachers on Tuesday, August 20, Wednesday, August 21 and Thursday, August 22, 2013. The practice run and orientation for kindergarten children will also be held on Thursday, August 22. The opening of school for all students is Monday, August 26, 2013.

Dr. Zwiebel noted that letters were sent to parents, who have children in John S. Clarke Elementary, listing their child's teacher for the upcoming school year.

The 2013-2014 student enrollment as of August 21, 2013 is as follows:

John S. Clarke Elementary	981
D.H.H. Lengel Middle School	833
Pottsville Area High School	<u>1,057</u>
	2,871

The Tide Task Force held their first meeting for the 2013-2014 school year.

On the recommendation of the Committee on Athletics and Extracurricular Activities and on motion of Mr. Thomas, seconded by Mr. Wagner, the Board approved the appointment of Dr. Robert Boran as Athletic Team Doctor for the 2013-2014 school year at a retainer of \$3,300.00 per annum. Motion carried by roll call vote: Atty. Rismiller, Dr. Smink, Mr. Thomas, Mrs. Grube, Mr. Wagner and Mr. Boran, Aye; Mr. Krater, Dr. Cortese, Mrs. Petchulis, Absent.

On the recommendation of the Committee on Athletics and Extracurricular Activities and on motion of Mr. Thomas, seconded by Mr. Wagner, the Board approved the 2nd Reading of the following policies:

- 122 – Extra-Curricular Activities
- 123 – Interscholastic Athletics
- 123.1 – Concussion Management
- 123.2 – Sudden Cardiac Arrest
- 123.1 AR – Procedures for Concussion Mgt.
- 123.2 AR – Signs of Cardiac Arrest
- 707 AR – Use of Facilities; Guidelines (Waive 1st Reading)

Motion carried.

On the recommendation of the Committee on Athletics and Extracurricular Activities and on motion of Mr. Thomas, seconded by Mr. Wagner, the Board waived requirement of Policy 915 – Booster Clubs – that mandated the purchase of liability insurance (excludes use of facility requests). Motion carried.

On the recommendation of the Committee on Buildings, Real Estate and Transportation and on motion of Mr. Thomas, seconded by Mr. Wagner, the approved the 2nd Reading of the following policies:

- 705 – Safety
- 718 – Service Animals
- 805 – Emergency Preparedness
- 805.1 – Relations with Law Enforcement
- 818 – Contracted Services

Motion carried.

On the recommendation of the Committee on Finance and on motion of Mr. Thomas, seconded by Mr. Wagner, the Board set the following non-professional hourly rates for the 2013-2014 school year as indicated below:

Bus Drivers (Returning)	14.90
Bus Drivers (New)	11.50
Van Drivers (Returning)	12.70
Van Drivers (New)	10.45
Driver Training	8.20
Cafeteria (Part-time Returning)	12.95
Cafeteria (Part-time New)	12.45
Clerical (Part-time Returning)	13.00
Clerical (Part-time New)	12.50
Custodial (Part-time Returning)	13.82
Custodial (Part-time New)	13.32
Special Education Teacher Aides (Part-time Returning)	10.60
Special Education Teacher Aides (Part-time New)	10.10
Library Aides (Returning)	10.75

Library Aides (New)	10.25
Lunch Aides (Returning)	9.40
Lunch Aides (New)	9.10
Pool (Certification/Qualifications)	10.00/9.00
Security (Returning)	10.00
Security (New)	10.00
Carpentry (Returning)	12.30
Carpentry (New)	12.00

Motion carried by roll call vote: Atty. Rismiller, Dr. Smink, Mr. Thomas, Mrs. Grube, Mr. Wagner and Mr. Boran, Aye; Mr. Krater, Dr. Cortese, Mrs. Petchulis, Absent.

On the recommendation of the Committee on Finance and on motion of Mr. Wagner, seconded by Atty. Rismiller, the Board approved the 2nd Reading of the following policies:

- Policy 605 – Tax Levy
- Policy 609 – Investment of District Funds
- Policy 610 – Purchases subject to Bid
- Policy 620 – Fund Balance

Motion carried.

Under Legislation, Mr. Thomas explained about a program called “Do the Write Thing Challenge”. Mr. Thomas received an information package on this program. There will be more information to follow.

On the recommendation of the Committee on Personnel, and on motion of Dr. Smink, seconded by Mr. Wagner, the Board approved the letter of resignation for retirement from Evelyn Barnwell, Bus Driver for the Pottsville Area School District, effective September 3, 2013. Motion carried.

Mr. Wagner thanked her for her many years of dedication.

On the recommendation of the Committee on Personnel, and on motion of Dr. Smink, seconded by Atty. Rismiller, the Board approved the following Bus Drivers effective August 26, 2013:

- Robert Kelly
- Theresa Pellish
- Mildred Mezquita
- Thomas Bennes

Motion carried.

On the recommendation of the Committee on Personnel, and on motion of Dr. Smink, seconded by Mrs. Grube, the Board approved the resignation of Kathleen Holley, Life Skills Support Paraprofessional at the Pottsville Area High School, effective August 23, 2013. Motion carried.

On the recommendation of the Committee on Personnel, and on motion of Dr. Smink, seconded by Mrs. Grube, the Board approved the following Cafeteria Substitute Lunch Aides effective August 26, 2013:

- Serenity Allen
- Mary Cook
- Brittany Guris
- Candace Witmier

Motion carried.

On the recommendation of the Committee on Personnel, and on motion of Dr. Smink, seconded by Atty. Rismiller, the Board accepted the resignation of Lisa Revenis as a part-time cafeteria aide at the Pottsville Area High School, effective August 15, 2013. Motion carried.

On the recommendation of the Committee on Personnel, and on motion of Dr. Smink, seconded by Atty. Rismiller, the Board approved Lisa Revenis as a part-time library aide at the Pottsville Area High School, effective August 20, 2013. Motion carried.

On the recommendation of the Committee on Personnel, and on motion of Dr. Smink, seconded by Mr. Thomas, the Board approved the assignment of additional duties and salary adjustment for Gary Keener, ISS to \$21,000.00 effective August 26, 2013. Motion carried by roll call vote: Atty. Rismiller, Dr. Smink, Mr. Thomas, Mrs. Grube, Mr. Wagner and Mr. Boran, Aye; Mr. Krater, Dr. Cortese, Mrs. Petchulis, Absent.

On the recommendation of the Committee on Personnel, and on motion of Dr. Smink, seconded by Mr. Thomas, the Board approved the 2nd Reading of the following policies:

- 323 – Tobacco Use
- 335 – Family/Medical Leave
- 335 AR1 – FMLA Procedures
- 335 AR2 – Request/Response FMLA
- 347 – Workers Comp Return to Work
- 351 – Drug & Substance Abuse
- 517.1 – Progressive Discipline
- 517.2 – Employee Dismissals
- 530 – Overtime

Motion carried.

On the recommendation of the Committee on Technology, and on motion of Mr. Wagner seconded by Mrs. Grube, the Board approved the Board approved the 2nd Reading of Policy 237.1 – Student Electronic Communication. Motion carried.

On the recommendation of the Committee on Technology, and on motion of Mr. Wagner, seconded by Mrs. Grube, the Board approved the revised Acceptable Use of Communications & Information Systems Policy 815 (2nd Reading). Motion carried.

On the recommendation of the Committee on Technology, and on motion of Mr. Wagner, seconded by Mrs. Grube, the Board adopted and approved the new Social Medical Policy 816, 816.1, 816.2 & 816.3 Administrative Regulations (2nd Reading). Motion carried.

Under the 80th PAHS Anniversary Update, Mr. Wagner reported that the bricks will be placed in the courtyard within the next week.

On motion of Mr. Wagner seconded by Dr. Smink, the Board accepted the Real Estate, Per Capita, and Occupation Tax reports for July 2013 as submitted by the following tax collectors: Eva Wesnoski, Mechanicsville; Thomas Bosack, Norwegian Township; Anna Cook, Palo Alto; and Cheryl Messina, Port Carbon.. (See office files.) Motion carried.

On motion of Mr. Wagner, seconded by Dr. Smink, the Board accepted the following reports for the month of July 2013: Harry E. Ebling - Business Privilege Tax - \$1,921.26; Delinquent Per Capita and Delinquent Occupation Taxes - \$12,947.00. Motion carried.

On motion of Dr. Cortese, seconded by Mr. Wagner, the Board accepted the report of H.A.Berkheimer, Inc., Earned Income Tax, for July 2013 in the amount of \$106,317.79 and H.A. Berkheimer, Inc., LST, for July 2013 in the amount of \$3,027.12. Motion carried.

On motion of Mr. Wagner, seconded by Mr. Wagner, the Board accepted the report of A. Matthew Dudish, Recorder of Deeds, for July 2013 in the amount of \$19,196.44 for Realty Transfer Tax. Motion carried.

On motion of Mr. Krater, seconded by Atty. Rismiller, the Board approved the following commissions to tax collectors paid on the basis of \$3.00 per bill collected and paid to the school district during the month of July 2013 (See office files.) Motion carried.

Mr. Curran noted that in accordance with Act 84 of 1986, the Sunshine Act, an Executive Session with the Board as a whole immediately following this meeting was hereby announced for the purpose of discussing personnel matters.

On motion of Atty. Rismiller, seconded by Mr. Thomas, the Board approved the following requests for use of facilities: Water Polo Parent Booster Meetings in the DHH Lengel Middle School in September and October; Water Polo Boosters Senior Night (October 17, 2013) and Team Banquet in the High School Cafeteria in November; Water Polo Boosters Concession Stand during various days in September and October; Pottsville Girls Basketball League, JSC Elementary, use of gymnasium during months through March 2014; PAHS Cheerleading Boosters Cheer Camp and sign-ups during September and October at the High School and JSC Elementary School; Cross Country Boosters banquet at the PAHS Cafeteria on November 4, 2013 and Parent Meeting for Lady Tide Volley Ball Boosters on August 21, 2013 at PAHS Classroom 103. Motion carried.

Mr. Curran reported proper notice to bidders was advertised in the Pottsville Republican on July 22, July 30, and August 8, 2013 of the Board's intention to receive bids until August 21, 2013 for certain athletic equipment and supplies (Winter Sports) in accordance with the school district's instructions and specifications. Mr. Curran reported several bids have been received.

There being no further business and on motion of Mr. Thomas, seconded by Mr. Wagner, the meeting adjourned at 9:08 p.m.

Executive Session commenced at 9:11 p.m. and adjourned at 10:08 p.m.