

## **COMBINED COMMITTEE MEETING**

The Combined Committee Meeting of the Board of School Directors of the Oley Valley School District was held on Wednesday, October 10, 2007, at 7:00 p.m. in the Administration Building Boardroom. President Robert A. Heckman presided and called the meeting to order. Janet Keehn, Board Secretary, recorded the minutes. Roll call was taken as follows:

Present:	Barbara Bieber	<i>Roll Call</i>
	Dr. Robert Cappa	
	Dr. Scarlette Gotwals	
	Christopher Hannum	
	David Maloney, Sr.	
	Mary Anne McCarthy	
	Ralph Richard	
	Robert A. Heckman	
Absent:	Kerry Madeira	

Also meeting with the Board:

John Stott, Esquire, Solicitor  
Jeffrey F. Zackon, Ed.D., Superintendent  
Linda Stubits, Ed.D., Assistant Superintendent  
Christine Stafford, Director of Business & Support Services  
Judith Rabena, Elementary School Principal  
Darrell Markley, High School Principal  
Eileen Lightcap, Middle School Principal  
Dawn Cambria, Director of Student Services  
Gangi Cucciuffo, Assistant Elementary School Principal  
Michael J. Flick, Assistant High School Principal  
Philip Matilla, Athletic Director  
Stephen Burns                      Cynthia Smith  
Carl Kubitz, Jr.                      Albert Jacobs

## **SCHOOL PRESENTATION**

Dr. Jeffrey F. Zackon, Superintendent, and Dr. Linda Stubits, Assistant Superintendent, introduced Mr. Darrell Markley, High School Principal, who presented two high school students who recently attended Governor's School. Jennifer Updegrove, Junior Class, attended Ag Science, and Matthew Cambria, Senior, attended Health Care.

Mr. Markley joined Mr. Philip Matilla, Athletic Director in congratulating Ms. Donna Long, Field Hockey Coach, celebrating her 400<sup>th</sup> career win.

## **COMMENTS FROM AUDIENCE**

- Mrs. Cynthia Smith, Oley Township, spoke of Tech Coach position, fundraising, and student photographs.

## **SUPERINTENDENT'S REPORT**

Dr. Jeffrey F. Zackon, Superintendent, presented a written report. Also submitting written reports were Dr. Linda Stubits, Assistant Superintendent, Darrell Markley, High School Principal, Eileen Lightcap, Middle School Principal, Judith Rabena, Elementary Principal, and Dawn Cambria, Director of Student Services. Dr. Zackon, Superintendent, also commented on the following:

*Superintendent's Report*

- Thanked the Library Department for their display on the Administration Board Room bulletin board.
- The Administration Building display case honors Coach Donna Long for her 400<sup>th</sup> Field Hockey victory.
- At the board members places tonight – *Sentinel*, preliminary drawings for the Food Service Lab
- Homecoming is this weekend. As part of the celebration, four alumni will be recognized at a high school assembly on Friday morning. Carl Mathias, Earl Shappell, Debbie Reber, and Amanda Moyer are the honorees.
- Brian Liskey received \$5,000.00 NEA Grant “*Air Repair*”

**Action Items:**

1. A motion was made by Mr. Richard, seconded by Dr. Gotwals, to approve/ratify the following action items:

**Substitutes:**

*Substitutes*

- Add/ratify the following names to the substitute teacher list:  
Jennifer Doyle – Elementary  
Heidi Scarano - Elementary
- Ratify the following names to the substitute instructional aide list:  
Susan Schad  
V. Marie Freeman

*Substitute Aide List*

**Workshops/Conferences**

- Mrs. Colleen Breen to attend the Pa. Council of Social Studies State Conference on Friday, October 12, 2007 in Valley Forge, Pa. Total cost to the District is \$174.00.
- Mrs. Carol Miller, Mrs. Kelly Hunsberger, Mrs. Stephanie Schaeffer, Mr. Darrell Markley, and Mr. David Schmaldienst to attend the Governor’s Institute for Innovation in Education on Sunday – Wednesday, December 16 – 19, 2007 at Penn State University. Total cost of \$1,838.00 funded by Project 720 Grant.

*Social Studies Conference Valley Forge Breen*

*Governor’s Institute Penn State Miller Hunsberger Schaeffer Markley Schmaldienst*

- Ratify for Mrs. Donna McCandless and Mrs. Sherri Snyder to attend the PIMS (Pennsylvania Information Management System) workshop on Tuesday, October 9, 2007 in King of Prussia. Total cost is \$100.00. *PIMS Workshop  
King of Prussia  
McCandless  
Snyder*
- Mr. Jeff Onopa to attend the State Technology Conference on Thursday and Friday, November 8 and 9, 2007 in Camp Hill. Total cost is \$356.00. *State Technology  
Conference  
Camp Hill  
Onopa*
- Mr. Darrell Markley and Mr. Dave Schmaldienst to attend the *Classrooms of the Future* Technical Training Workshop on Wednesday, October 31, 2007 in King of Prussia. No cost to the District. *Classrooms of the  
Future  
Tech Training  
Workshop  
King of Prussia  
Markley,  
Schmaldienst*
- Ms. Cindy DeAngelo to attend the Association of School Psychologist of Pa. Conference on Wednesday, October 17, 2007 in State College, Pa. Total cost is \$330.00. *School  
Psychologist  
Conference  
State College, Pa.  
DeAngelo*
- Ratify Mrs. Barbara Kokonos to attend the conference of English Language Proficiency Standards for ESL students in the Classroom on Thursday, October 4, 2007 in King of Prussia. Cost is \$37.00. *ESL Conference  
King of Prussia  
Kokonos*
- Mr. Tom Overberger to attend the PHEAA Counselor Workshop on Monday, November 19, 2007 at DeSales University, Center Valley. Cost is \$38.00. *PHEAA  
Workshop  
DeSales Univ.  
Overberger*
- Mrs. Deb Simpson to attend the Pennsylvania Music Educators Conference on Thursday and Friday – April 17 and 18, 2008 at Hershey. Total cost is \$345.00. *Music Ed  
Conference  
Hershey  
Simpson*

### **Field Trips**

- Dr. Jim Howe and 25 students to visit Middle Creek Wildlife Management Area and Weber's Saw Mill on Thursday, October 18, 2007 in Kleinfeltersville, Pa. (Lebanon County). Cost is \$200.00. *Wildlife  
Management  
Field Trip  
Kleinfeltersville  
Dr. Howe*

Motion was followed by roll call vote with Mrs. Bieber, Dr. Cappa, Dr. Gotwals, Mr. Hannum, Mr. Maloney, Mrs. McCarthy, Mr. Richard, and Mr. Heckman, all voting yes.

Motion approved.

**COMMITTEE REPORTS**

**Budget and Finance Committee**

Ralph C. Richard, Chairperson  
Dr. Scarlette Gotwals  
Mary Anne McCarthy

A. ACTION

1. A motion was made by Mr. Richard, seconded by Dr. Gotwals, to transfer \$1,500,000.00 of unreserved/undesignated General Fund balance for the period ending June 30, 2007 to the Capital Reserve Fund for the purpose of future capital improvements to the District building facilities. Motion was followed by roll call vote with Mrs. Bieber, Dr. Cappa, Dr. Gotwals, Mr. Hannum, Mr. Maloney, Mrs. McCarthy, Mr. Richard, and Mr. Heckman, all voting yes.

*Transfer funds to  
Capital Reserve  
PE June 30, 2007*

Motion approved.

2. A motion was made by Mr. Richard, seconded by Dr. Gotwals, to exonerate the Real Estate Tax Bill #000465 issued on July 1, 2007 for property owned by Charles R. (Jr.) and Dawn Marie Fisher, located at 30 Seidel Road in Alsace Township. Exemption is granted to the property owner per Department of Military and Veteran Affairs effective March 1, 2007, and is reviewed every five (5) years by Veterans Affairs for continued eligibility. Motion was followed by roll call vote with Mrs. Bieber, Dr. Cappa, Dr. Gotwals, Mr. Hannum, Mr. Maloney, Mrs. McCarthy, Mr. Richard, and Mr. Heckman, all voting yes.

*Exonerate  
Real Estate Tax  
Bill #000465 –  
Dept. of Military  
and Veteran  
Affairs*

Motion approved.

B. INFORMATION

1. Next meeting – Thursday, October 25, 2007, at 7:00 p.m. in the Administration Building Board Room

**EXECUTIVE SESSION**

President Heckman moved the meeting into Executive Session at 8:15 p.m. for reason of Personnel. The Session ended at 8:45 p.m.

**Personnel Committee**

Kerry Madeira, Chairperson  
Barbara Bieber  
Christopher Hannum

A. ACTION

1. A motion was made by Mrs. Bieber, seconded by Mr. Hannum, to offer the 2007-2008 Oley Valley Board of School Directors Mini-Grant.

*OVSB 2007-08  
Mini-Grant*

- Maximum amount of dollars awarded - \$1,500.00
- Due date – Friday, November 30, 2007
- Award date – Wednesday, January 17, 2008

Motion was followed by roll call vote with Mrs. Bieber, Dr. Cappa, Dr. Gotwals, Mr. Hannum, Mr. Maloney, Mrs. McCarthy, Mr. Richard, and Mr. Heckman, all voting yes.

Motion approved.

2. A motion was made by Mrs. Bieber, seconded by Mr. Maloney, to approve the following Personnel changes:

- Employ Christina Moyer – Part-time High School Special Education Aide – Hourly rate will be \$9.51 per hour, 4 3/4 hours per day, without benefits, effective Thursday, October 11, 2007, for the 2007-2008 school year. *Employ PT HS Special Ed Aide 2007-08 Moyer*
- Employ Ruth Erb – Part-time Library/Instructional Aide assigned to the Elementary School – Hourly rate will be \$9.51 per hour, 4 3/4 hours per day, without benefits, effective Thursday, October 11, 2007, for the 2007-2008 school year. *Employ PT ES Lib/Instructional Aide 2007-08 Erb*
- Accept the resignation of Mrs. Linda Jones, ACCESS/Speech Secretary, effective Friday, October 12, 2007. *Resign: ACCESS/Speech Secretary Jones*
- Ratify the transfer of employment of Mrs. Judy Zechman, part-time cafeteria worker, to Interim Head Cook assigned to the High School cafeteria. Hourly rate is \$10.50 per hour, without benefits, effective Monday, September 17, 2007 until the return of the High School Head Cook. *Transfer employ: Interim Head Cook – HS Zechman*

Motion was followed by roll call vote with Mrs. Bieber, Dr. Cappa, Dr. Gotwals, Mr. Hannum, Mr. Maloney, Mrs. McCarthy, Mr. Richard, and Mr. Heckman, all voting yes.

Motion approved.

## B. INFORMATION

1. Meeting Summary of October 3, 2007 was electronically sent.
2. Next meeting – Monday, November 5, 2007, at 6:00 p.m. in the Administration Building board room

**Policy Committee**

Dr. Robert Cappa, Chairperson  
Dr. Scarletta Gotwals  
Christopher Hannum

A. ACTION

1. A motion was made by Dr. Cappa, seconded by Mr. Hannum, to approve the final draft of the following policies: *Approve policies*

- OVSD Policy #800 – Operations – Records Management
- OVSD Policy #625 – Finances – Procurement Card

*Policy #800*  
*Policy #625*

Motion was followed by roll call vote with Mrs. Bieber, Dr. Cappa, Dr. Gotwals, Mr. Hannum, Mr. Maloney, Mrs. McCarthy, Mr. Richard, and Mr. Heckman, all voting yes.

Motion approved.

B. INFORMATION

1. The Committee had their annual review of OVSD Policy #815 – Operations – Acceptable Use of the Internet/Electronic Resources
2. The Policy Committee approved the final draft of OVSD AR #625 – Finances – Procurement Card/Purchasing Card
3. The following policies are presented to the Board as a second reading:
  - OVSD Policy #404 – Professional Employees – Employment of Professional Employees
  - OVSD Policy #805 – Operations – Emergency Preparedness
4. The following policies are presented as a first reading:
  - OVSD Policy #207 – Pupils – Confidential Communications of Students
  - OVSD Policy #218 – Pupils – Student Discipline
  - OVSD Policy #103 – Programs – Non-discrimination In School and Classroom Practices
  - OVSD Policy #204 – Pupils – Attendance
  - OVSD Policy #101 – Programs – Philosophy of Education Mission Statement
  - OVSD Policy #240 – Pupils – Contests/Academic Competitions
5. Meeting Summary of October 4, 2007
6. Next meeting – Thursday, November 8, 2007, at 6:00 p.m. in the Administration Building board room.

**Curriculum Committee**

Dr. Scarlette Gotwals, Chairperson  
Barbara Bieber  
Mary Anne McCarthy

A. ACTION

1. A motion was made by Dr. Gotwals, seconded by Mr. Richard, to discontinue the Agriculture Mechanics Course for the 2008-2009 school year. Motion was followed by roll call vote with Mrs. Bieber, Dr. Cappa, Dr. Gotwals, Mr. Hannum, Mr. Maloney, Mrs. McCarthy, Mr. Richard, and Mr. Heckman, all voting yes.

*Discontinue  
Ag-Mechanics  
Course 2008-09*

Motion approved.

2. A motion was made by Dr. Gotwals, seconded by Mr. Hannum, to add the Food Science Course for the 2008-2009 school year. Motion was followed by roll call vote with Mrs. Bieber, Dr. Cappa, Dr. Gotwals, Mr. Hannum, Mr. Maloney, Mrs. McCarthy, Mr. Richard, and Mr. Heckman, all voting yes.

*Add Food Science  
Course 2008-09*

Motion approved.

B. INFORMATION

1. Meeting Summary of October 3, 2007
2. The Food Science Course has been submitted as a new course proposal. The curriculum map has been presented and approved by the Curriculum Committee.
3. Cyberschool world language team visit to East Penn School District is scheduled for October 15, 2007.
4. Next meeting – Monday, November 5, 2007, at 5:00 p.m. in the Administration Building board room.

**Property & Transportation Committee**

Chris Hannum, Chairperson  
Mary Anne McCarthy  
David Maloney  
Ralph Richard

A. ACTION

1. A motion was made by Mr. Hannum, seconded by Dr. Cappa, to accept the donation of 17 8-ft tables by the Oley Valley Community Fair Association, estimated value of \$500.00. Voice vote followed motion, all in favor.

*Accept donation  
- Tables  
OV Community  
Fair Association*

Motion approved.

B. INFORMATION

1. AEM Project Proposal and estimated cost – HS Food Science Lab
2. Revised Food Science Lab Drawings
3. Next meeting – Thursday, November 8, 2007, at 7:00 p.m. in the Administration Building board room

**Student Activities Committee**

Kerry Madeira, Chairperson  
David Maloney  
Dr. Robert Cappa

A. ACTION

1. A motion was made by Mr. Maloney, seconded by Dr. Cappa, to approve the following Co-Curricular changes:

- Accept the resignation of Mary Stevenson as Middle School Cheerleading Coach effective Thursday, September 27, 2007.
- Employ the following coach and advisor for the 2007-2008 school year. Salaries will be as per the 2007-2008 Co-Curricular Schedule.

*Resign:*  
*MS Cheerleading Coach*

*Employ:*

Jon Haas – Head Middle School Wrestling Coach (This is a transfer from Assistant Coach)

*MS Head Wrestling Coach*

Lori Berryman – High School Debate Advisor

*HS Debate Advisor*

Motion was followed by roll call vote with Mrs. Bieber, Dr. Cappa, Dr. Gotwals, Mr. Hannum, Mr. Maloney, Mrs. McCarthy, Mr. Richard, and Mr. Heckman, all voting yes.

Motion approved.

B. INFORMATION

**Legislative Report**

Barbara Bieber, COLA Representative

A. ACTION

B. INFORMATION

1. PSBA Legislative Report - September 21, 2007
2. PSBA Legislative Report - September 28, 2007

**Berks County Intermediate Unit**

Ralph Richard, B.C.I.U Representative

A. ACTION

B. INFORMATION

1. *What happened . . . at the BCIU Board Meeting of September 20, 2007?*
2. State of the Unit 2007
3. BCIU Medical Benefit Premium Analysis

**Ag Advisory Committee**

Ralph Richard, Representative

A. ACTION

B. INFORMATION

**Berks Career & Technology Center**

Robert A. Heckman, JOC Representative

Dr. Robert Cappa, JOC Alternate Representative

A. ACTION

B. INFORMATION

1. *JOC Briefs – September 28, 2007*

**Berks E.I.T. Bureau**

Mary Anne McCarthy, Berks E.I.T. Representative

Christopher Hannum, Alternate Berks E.I.T. Representative

A. ACTION

B. INFORMATION

**Secretary's Report**

Janet Keehn, Board Secretary

A. ACTION

**B. INFORMATION**

1. Administrative Reports have been e-mailed to board members, and will be appended to the Official Minutes
2. September 28, 2007 – e-mail contained the following information items:
  - October 2007 Meeting Dates – Dr. Zackon
  - Alumni of the Year Program – Dr. Zackon
3. Oley Valley *Sentinel* – October 2007
4. Administrative Research Article – October 2007
5. OVYF Education Day Sheet
6. PSSA and AYP Fast Facts Sheet

**Other**

Robert Heckman, President

**A. ACTION**

**B. INFORMATION**

1. Joint Meeting – Township Supervisors/School Board – Tuesday, October 30, 2007, at 7:00 p.m. in the Administration Building board room

**EXECUTIVE SESSION**

President Heckman moved the meeting into Executive Session at 10:00 p.m. for reason of personnel. The session ended at 10:43 p.m.

**ADJOURNMENT**

*Adjournment*

A motion was made by Mr. Richard, seconded by Mrs. McCarthy, to adjourn the meeting. Voice vote followed motion, all in favor.

Motion approved.

The meeting adjourned at 10:45 p.m.

Respectfully Submitted,

Janet E. Keehn  
Secretary

October 10, 2007