

## **COMBINED COMMITTEE MEETING**

The Combined Committee Meeting of the Board of School Directors of the Oley Valley School District was held on Wednesday, September 12, 2007, at 7:00 p.m. in the Administration Building Boardroom. Vice-President Ralph C. Richard 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	
	Christopher Hannum	
	Kerry Madeira	
	David Maloney, Sr.	
	Mary Anne McCarthy	
	Ralph Richard	
Absent:	Robert A. Heckman	
	Dr. Scarlette Gotwals	

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	
Al Jacobs	Lisa Cylinder
Cynthia Smith	Carl Kubitz, Jr.
Scott Cylinder	Steve Burns

## **SCHOOL PRESENTATION**

Dr. Jeffrey F. Zackon, Superintendent and Dr. Linda Stubits, Assistant Superintendent, joined Mr. Markley in recognizing Isabel Cylinder as National Merit Scholarship Semifinalist. The WorldQuest Competition Team participants were also recognized. Mr. John Small, advisor, welcomed the students, Amanda Swartz, Kate Kemmerer, Bryan Shearer, Timothy Hirko and Anthony Mell. Margaret McCarthy, 2007 graduate, also participated in the Competition.

## **COMMENTS FROM AUDIENCE**

- There were no comments at this time.

## **SUPERINTENDENT'S REPORT**

*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:

- Thanked the 8<sup>th</sup> Grade Study Skills class for the Bulletin Board display, and the Applied Science Classes and FFA for the Administration Building display case.
- School year opening was a complete success; four open houses were held and well attended; parent-teacher conferences were scheduled.
- Third-day Enrollment – 6 year comparison at places
- *Classrooms of the Future* update - \$201,519.00 toward technology at the high school. Funds must be used in Science, Social Studies, English and Math (core studies); equipment will arrive between October and January; timeline to be set for 2<sup>nd</sup> Semester
- A display case containing the medals earned by Earl Shappell, Class of 1932 Oley Valley High School alumnus was presented to the District. There are 24 medals earned in Track & Field.

**Action Items:**

1. A motion was made by Mr. Madeira, seconded by Mrs. McCarthy, to approve/ratify the following action items:

**Substitutes:**

*Substitutes*

- Ratify the following names to the elementary/secondary guest teacher list:

*Guest Teachers*

Lynn Swire – Marketing  
Robert Bechtel – Chemistry  
Jodi Corbett – English  
Jill Howard – Accounting  
Marjorie Jokiel - Psychology  
Kelly Kline – Elementary  
Robert Mariano – Social Studies  
Dan Novakavich – Math  
Hope Redmond – Communications  
Jamie Schlegel- Physical Education  
Sandra Weikel – Engineering  
JoAnn Bechtel – Psychology  
Carolyn Brown – Physics  
Sandra Eidle – English  
Lisa Hughes – Business  
Pat Keller – Business  
Richard Koch – Business  
Colleen Norheim – Biology  
Annie Schnore – Art  
Kim Shreve – Communications  
Diana Vaughn - Journalism

- Ratify the following names to the substitute aide list:  
Alicia Breitenstein  
Beth Engler  
Cynthia Hoffman  
*Substitute Aide List*
- Add the following names to the substitute teacher list:  
Emily Snyder – Elementary Education  
Sara Snyder – English/Communications  
*Substitute Teacher List*
- Add the following name to the substitute food service list:  
Susan Shad  
*Substitute Food Service*

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

Motion approved.

2. A motion was made by Mr. Hannum, seconded by Dr. Cappa to approve the following:

**Field Trips**

- Mr. David Hoffman, Mrs. Lisa Hughes, and 8 students to attend the State FBLA Leadership Training Workshop on Sunday and Monday, October 21 and 22, 2007 at Penn State. Cost for transportation and substitute is \$175.00. Students and FBLA will pay costs for workshop.  
*State FBLA Leadership Training Penn State Hoffman Hughes*
- Fifth grade Vocal Ensemble to perform on Thanksgiving Day in Philadelphia on Wednesday, November 21, 2007 and Thursday, November 22, 2007. PTO will pay for the transportation on Wednesday, and parents will cover registration fee.  
*5<sup>th</sup> Grade Vocal Ensemble Thanksgiving Day Philadelphia*
- Elementary and middle school gifted programs to attend the Pennsylvania Renaissance Fair on Friday, October 5, 2007 (elementary) and Wednesday, October 10, 2007 (middle school) in Manheim, Pa. No cost to the District.  
*ES, MS Gifted Programs Pa. Renaissance Fair Manheim, Pa.*

**Workshops/Conferences**

- Mrs. Cindy Riegel, Mrs. Diane Robertson, and Mrs. Nancy Dougherty to attend the ACCESS PA Fall training on Wednesday, September 19, 2007 in Lancaster. Cost to the District is \$265.00.  
*ACCESS PA Fall training Riegel, Robertson, Dougherty*

- Mrs. Lisa Hvizda to attend the State Foreign Language Conference on Friday, October 19, 2007 in King of Prussia. Cost to the District is \$207.00. *State Foreign Language Conference King of Prussia Hvizda*
- Ms. Cindy DeAngelo to attend the workshop on: The Worried Child: Diagnosis and Treatment of Anxious Children on Monday, November 12, 2007, in Lancaster. Cost to the District is \$126.00. *Workshop Anxious Children Lancaster, Pa. DeAngelo*
- Mrs. Dawn Cambria to attend the Eastern Pa. Special Education Administrator's Conference on Thursday, October 25, 2007 in Hershey. Cost to the District is \$28.00. *Eastern Pa. Special Ed Admin Conference Hershey Cambria*
- Mr. David Schmaldienst, Mr. Darrell Markley, and Mr. Jay Belanger to attend the *Classrooms of the Future 2007-08 Kick-off Session* on Tuesday, October 9, 2007, PaTTAN – King of Prussia. Cost to the District is \$37.00. *Classrooms of the Future 2007-08 Kick-Off Session King of Prussia Schmaldienst, Markley, Belanger*
- Mr. David Schmaldienst to attend *Classrooms of the Future Boot-camp* on Monday – Thursday, September 24 – 27, 2007 in New Cumberland. Cost to the District is \$69.00. *Classrooms of the Future Boot-Camp New Cumberland Schmaldienst*
- Ratify for Dr. Jim Howe to attend *Ag Progress Days* on Thursday, August 16, 2007 at Penn State University. Cost to the District is \$170.00. *Ag Progress Days Penn State Howe*

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

Motion approved.

## **COMMITTEE REPORTS**

### **Budget and Finance Committee**

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

#### A. ACTION

#### B. INFORMATION

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

**Personnel Committee**

Kerry Madeira, Chairperson  
Barbara Bieber  
Christopher Hannum

A. ACTION

1. A motion was made by Mr. Madeira, seconded by Mr. Hannum, to transfer Elizabeth Gajewski from the position of part-time Business Office Clerk to full-time Receptionist/Business Office Clerical effective Thursday, September 13, 2007. Hourly rate will be \$11.50 per hour, plus benefits. Motion was followed by roll call vote: Mrs. Bieber – yes, Dr. Cappa – yes, Mr. Hannum – yes, Mr. Madeira – yes, Mr. Maloney – yes, Mrs. McCarthy – yes, and Mr. Richard – no. Six vote yes, one vote no.

*Transfer  
FT Receptionist &  
Business Office  
Clerical  
Gajewski*

Motion approved.

2. A motion was made by Mr. Madeira, seconded by Mr. Hannum, to accept the following resignations:
- Diane Sellers – part-time Special Education Aide, effective Thursday, August 16, 2007
  - Amber Gockley – Middle School Safety Monitor, effective Friday, August 17, 2007
  - Conrad Stubblebine – Middle School Cafeteria Utility Person, effective Friday, September 7, 2007
  - V. Marie Freeman – part-time Instructional Aide, effective Friday, September 7, 2007

*Resign:*

*PT Spec. Ed. Aide  
Sellers*

*MS Safety  
Monitor  
Gockley*

*MS Caf e  
Stubblebine*

*PT Teacher Aide  
Freeman*

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

Motion approved.

3. A motion was made by Mr. Madeira, seconded by Mrs. Bieber, to ratify the employment of Susan Burr as a part-time Special Education Aide for the 2007-2008 school year. Hourly rate will be \$9.51 per hour, without benefits, 4 ¾ hours per day, effective Friday, August 24, 2007. Motion was followed by roll call vote with Mrs. Bieber, Dr. Cappa, Mr. Hannum, Mr. Madeira, Mr. Maloney, Mrs. McCarthy, and Mr. Richard, all voting yes.

*Employ  
PT Spec. Ed. Aide  
2007-08  
Burr*

Motion approved.

4. A motion was made by Mr. Madeira, seconded by Mrs. Bieber, to employ David W. Lamont as a Physical Education/Health/Driver Education Teacher assigned to the high school. Salary will be \$37,754.00, pro-rata per annum, with benefits, effective Thursday, September 13, 2007. Motion was followed by roll call vote with Mrs. Bieber, Dr. Cappa, Mr. Hannum, Mr. Madeira, Mr. Maloney, Mrs. McCarthy, and Mr. Richard, all voting yes.

*Employ  
PE/Health/Driver  
Ed Teacher – HS  
Lamont*

Motion approved.

5. A motion was made by Mr. Madeira, seconded by Mrs. Bieber, to approve the following Project 720 Tutors for the 2007-2008 school year.

*Project 720  
Tutors*

- Jesse Mast – Math - \$30.97 per hour (per diem rate)
- Cornelia Maroulis – Science - \$36.03 per hour (per diem rate)
- Heidemarie Pennypacker – World Languages and Study Skills - \$51.03 per hour (per diem rate)
- Stephanie Schaeffer – Language Arts – \$37.81 per hour (per diem rate)
- Christine Miknius – Language Arts – \$35.27 per hour (per diem rate)
- Larry Wildermuth – World Cultures – \$51.03 per hour (per diem rate)
- James Beltz – Math - \$31.46 per hour (per diem rate)

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

Motion approved.

6. A motion was made by Mr. Madeira, seconded by Mrs. Bieber, to employ Cheryl Krug as the Project 720 Drop-Out-Re-engagement Coordinator for the 2007-2008 school year. Her per diem rate is \$30.97 per hour. Motion was followed by roll call vote with Mrs. Bieber, Dr. Cappa, Mr. Hannum, Mr. Madeira, Mr. Maloney, Mrs. McCarthy, and Mr. Richard, all voting yes.

*Project 720  
Drop-Out  
Re-engagement  
Coordinator  
2007-2008  
Krug*

Motion approved.

7. A motion was made by Mr. Madeira, seconded by Mr. Hannum, to ratify the following new Quigley Bus Drivers/Transportation Aides effective Tuesday, September 11, 2007.

*Quigley Bus  
Drivers/Aides  
2007-08*

- Lori Kelly – driver
- Lisa Kramer – aide
- Doris Moyer – aide
- Heather Quirk – driver
- Pat Saulinas – driver

*Additions*

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

Motion approved.

**B. INFORMATION**

1. Next meeting – Wednesday, October 3, 2007, at 7:00 p.m. in the Administration Building Board Room.

**Policy Committee**

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

**A. ACTION**

**B. INFORMATION**

1. Meeting Summary of September 4, 2007
2. The following policies/Administrative Regulations are presented as a second reading:
  - OVSD Policy #800 – Operations – Records Management
  - OVSD Policy #625 – Finances – Procurement Card
  - OVSD AR #625 – Finances – Procurement Card
3. The following are presented as a first reading:
  - OVSD Policy #404 – Professional Employees – Employment of Professional Employees
  - OVSD Policy #805 – Operations – Emergency Preparedness
4. At the October 4<sup>th</sup> Policy Meeting, the annual review of the School District Technology Policy will take place.
5. Next meeting – Thursday, October 4, 2007, at 5:00 p.m. in the Administration Building board room.

**Curriculum Committee**

Dr. Scarlette Gotwals, Chairperson  
Barbara Bieber  
Mary Anne McCarthy

**A. ACTION**

B. INFORMATION

1. Meeting Summary of September 5, 2007
2. The Food Science curriculum will be discussed at the October 3<sup>rd</sup> Curriculum Committee Meeting at 5:00 p.m.
3. Teachers and Administrators will be scheduling visits to schools currently using cyber courses as part of the world Language curriculum.
4. Current results of the full-day/half-day kindergarten longitudinal study were discussed.
5. Next meeting – Wednesday, October 3, 2007 at 5:00 p.m. in the Administration Building board room.

**Property & Transportation Committee**

Mary Anne McCarthy, Chairperson  
David Maloney  
Ralph Richard

A. ACTION

1. A motion was made by Mr. Hannum, seconded by Mr. Madeira, to approve the following:

- To authorize the Oley Valley Community Fair Association use of the high school parking lot during the 2007 Oley Fair when school is not in session on Thursday, September 20, Friday, September 21, and Saturday, September 22, 2007.
- To accept the donation of a small Kenmore refrigerator and freezer to the Oley Valley Elementary School from Robert and Bethany Engler. Value - \$150.00.

*HS Parking Lot  
Oley Valley  
Community Fair*

*Donation  
Refrigerator and  
Freezer  
Engler*

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

Motion approved.

2. A motion was made by Mr. Hannum, seconded by Mr. Madeira, to approve the following:

- To accept the quotation as submitted by Montco Fence of Limerick, PA, in the amount of \$3,200.00 for two 50-foot sections of 10-foot high fencing to be installed in front of the dugouts of the high school baseball field.

*Accept quote  
HS Baseball Field  
fencing  
Montco Fence*

- To accept the quotation as submitted by Amity Fence of Reading, PA, in the amount of \$1,205.78 to furnish and install new baseball netting on baseball backstop overhang.

*Accept quote  
HS Baseball Field  
Install netting  
Amity Fence*

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

Motion approved.

## B. INFORMATION

1. Meeting Summary of September 4, 2007
2. Next meeting – Thursday, October 4, 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. Madeira, seconded by Mrs. McCarthy, to ratify the following volunteer coaches for the 2007-2008 school year.:
  - Marcus Valeriano – HS Boys Soccer
  - Sarah Palmertree – HS and MS Girls Volleyball

*Volunteer  
Coaches*

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

Motion approved.

## B. INFORMATION

### Legislative Report

Barbara Bieber, COLA Representative

## A. ACTION

## B. INFORMATION

1. PSBA Legislative Report of August 16, 2007
2. PSBA Legislative Report of August 22, 2007
3. PSBA Legislative Report – September 7, 2007

**Berks County Intermediate Unit**

Ralph Richard, B.C.I.U Representative

A. ACTION

B. INFORMATION

**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 – August 24, 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. Letter from Dr. Kemmerer – Curriculum support
3. Third Day Enrollment – Six Year Comparison – Dr. Zackon

4. Administrative Research Article – September 2007

**Other**

Robert Heckman, President

A. ACTION

B. INFORMATION

**EXECUTIVE SESSION**

Vice-President Richard moved the meeting into Executive Session at 8:00 p.m. for reason of potential litigation. The session ended at 8:36 p.m.

**ADJOURNMENT**

*Adjournment*

A motion was made by Mr. Madeira, seconded by Mr. Maloney, to adjourn the meeting. Voice vote followed motion, all in favor.

Motion approved.

The meeting adjourned at 9:36 p.m.

Respectfully Submitted,

Janet E. Keehn  
Secretary