The Board of Directors of Kutztown Area School District met for a board meeting on Tuesday, April 2, 2013 at 7:30 p.m. at Albany Elementary School, pursuant to due notice to board members and the public.

**Present**
- Randy Burch, Alan Darion, Amy Faust, Kurt Friehauf, Caecilia Holt, Carl Ziegler

**Absent**
- Pat Bealer, Craig Schroeder, James Shrawder

**Also Present**
- Katherine Metrick, David Miller, Rikki Clark, Matthew Link, Erin Anderson, Tracy Blunt, Barbara Richard, Tom Capparell, Donna Keglovits, Dan Clark, Karise Mace, Andrew Brett, Amy Howard, Tim Kyle

**Call to Order**
The meeting was called to order at 7:41 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 Kurt Friehauf, seconded by Caecilia Holt, to approve the Minutes of the following meetings:
- February 19, 2013 School Board Meeting
- March 4, 2013 School Board Meeting
Roll call vote: Yes 6 No 0 Absent 3 (Bealer, Schroeder, Shrawder)
Motion carried.

**Treasurer’s Report**
Motion made by Kurt Friehauf, seconded by Caecilia Holt, to accept the treasurer’s report of the General Fund.
Roll call vote: Yes 6 No 0 Absent 3 (Bealer, Schroeder, Shrawder)
Motion carried.

**Ratification of General Account Bills**
Motion made by Kurt Friehauf, seconded by Randy Burch, to ratify for payment the general account bills in the amount of $2,161,317.76.
Roll call vote: Yes 6 No 0 Absent 3 (Bealer, Schroeder, Shrawder)
Motion carried.

**Ratification of Construction Account Bills**
Motion made by Kurt Friehauf, seconded by Randy Burch, to ratify for payment the construction account bills in the amount of $3,375.00.
Roll call vote: Yes 6 No 0 Absent 3 (Bealer, Schroeder, Shrawder)
Motion carried.

**Superintendent’s Report**
Karise Mace presented the team results from the Odyssey of the Mind regional tournament:
- KES Top Sea-cret team: Non-competitive
- KES Tumble-wood team: Third Place
- MS ARTchitecture team: Third Place
- MS Tumble-wood team: Second Place

Mrs. Metrick reported the Honor Society chapter at the high school was selected as one of the 2013 Outstanding Service Project Award winners by NASSP and National Honor Society (NHS).

Mrs. Metrick also reported the high school’s Moody’s Mega Math Challenge team was one of 175 out of 1,054 teams that was chosen to advance to the second round of competition.

**Personnel**
Motion made by Kurt Friehauf, seconded by Randy Burch, to approve the following personnel items:
1. The approval to increase Tammy R. Miller’s annual salary from $37,887.77 to $42,887.77 retroactive to January 21, 2013.
2. The approval to increase Cindy A. Heiner’s annual salary from $34,539.49 to $39,539.49 retroactive to January 21, 2013.
3. The acceptance of the resignation of Clint D. Kiscadden as groundskeeper/maintenance worker, effective April 1, 2013.
4. The acceptance of the resignation of Erik M. Bowers as network administrator, effective April 22, 2013.
5. The approval of the following coaches for the 2012-2013 school year, effective March 19, 2013:
   - MS Softball Volunteer Coach: Danielle M. Collins
   - MS Baseball Volunteer Coach/KU Intern: Glenn J. Hibbler, Jr. (KU Intern)
   - Assistant Track Coach: Shelby L. Brett
   - $1,075
6. The approval of Lori A. Werley as a full-time, 12-month administrative assistant for human resources, effective April 3, 2013, at a salary of $31,750.
7. The approval of Julie A. Stricker as a full-time, 12-month data operations specialist, effective March 19, 2013 at a salary of $45,000.
8. The approval of Kerrie M. Erb as a long-term substitute RtII aide at Kutztown Elementary School, effective March 25, 2013 through the end of the 2012-2013 school year, at a rate of $11.00 per hour with no benefits.

9. The approval of the following teacher substitutes for the 2012-2013 school year, effective April 3, 2013, at a rate of $100 per day for days 1-20 and $110 per day for days 21 and thereafter:
   - Timothy N. Claus
   - Jill H. Mahon

10. The approval of the following classroom aide substitutes for the 2012-2013 school year, effective April 3, 2013, at a rate of $9.75 per hour:
    - Patricia A. Bailey
    - Timothy N. Claus

11. The approval of Patricia A. Bailey as a clerical aide substitute for the 2012-2013 school year, effective April 3, 2013, at a rate of $9.75 per hour.

12. The approval of the following returning summer maintenance/custodial employees for 2013, effective June 1, 2013, for a term not to exceed eight weeks at eight hours per day, at a rate of $9.50 per hour. (Effective date may vary depending on availability and tasks in need of completion.)
    - Taylor R. Hauck
    - Christopher R. Heiner
    - Diane M. Zettlemoyer
    - Andrew J. Entriken
    - Karissa Capparell
    - Steven P. Fordyce

13. The approval of James W. Stein as a substitute bus/van driver for Eshelman for the 2012-2013 school year, effective March 18, 2013.

14. The approval of Melissa A. Kahler as a .49 ESL instructor at the elementary level, with an anticipated effective date of April 8, 2013 through the end of the 2012-2013 school year, at a salary of $26,060.65 (prorated), per Master’s, Step 1, per the KATA/KASD contract. The need for this position will be re-evaluated at the end of the school year.

15. The approval of the attached list of chaperones/volunteers for the middle school music trip to Williamsburg, VA from April 4-7, 2013.

   Roll call vote: Yes 6 No 0 Absent 3 (Bealer, Schroeder, Shrawder)
   Motion carried.

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

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**Student Vacation Request**

Motion made by Caecilia Holt, seconded by Kurt Friehauf, to approve the parent request for students #104993 and #104763 to take a seven-day vacation/educational trip absence from September 9-17, 2013.

   Roll call vote: Yes 6 No 0 Absent 3 (Bealer, Schroeder, Shrawder)
   Motion carried.

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**Conference Requests**

Motion made by Kurt Friehauf, seconded by Randy Burch, to approve Katherine D. Metrick to attend the New Superintendent’s Academy, Part I, on July 16-17, 2013, in Harrisburg, PA, at a cost of $378.45.

   Roll call vote: Yes 6 No 0 Absent 3 (Bealer, Schroeder, Shrawder)
   Motion carried.

Motion made by Al Darion, seconded by Randy Burch, to approve Douglas A. Matz to attend the PMEA All State Band Festival/Conference, on April 17-20, 2013, in Erie, PA, at a cost not to exceed $2,340.25.

   Roll call vote: Yes 5 No 1 (Faust) Absent 3 (Bealer, Schroeder, Shrawder)
   Motion carried.

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**Policy 707 – Use of School Facilities**

Motion made by Caecilia Holt, seconded by Kurt Friehauf, to approve the second reading and approval of Policy 707.

   Roll call vote: Yes 6 No 0 Absent 3 (Bealer, Schroeder, Shrawder)
   Motion carried.

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**Bond Refinancing**

Motion made by Kurt Friehauf, seconded by Al Darion, to approve the adoption of the attached Resolution authorizing (a) the issuance of a series of General Obligation Bonds in the maximum aggregate principal amount of not to exceed $8,265,000, to finance the refunding of the School District’s General Obligation Bonds, Series of 2009 (the “2009 Bonds”); and (b) the execution and delivery of (i) a Bond Purchase Proposal from RBC Capital Markets, LLC for the purchase of the Bonds on the terms and conditions established in the Resolution, (ii) an Addendum to such Bond Purchase Proposal which will be delivered by RBC Capital Markets, LLC upon the final pricing of the Bonds and (iii) such other agreements, certificates, instruments and documents necessary in connection with the issuance of the Bonds subject to the review and approval of such agreements, certificates, instruments and documents by bond counsel to the School District.

   Roll call vote: Yes 6 No 0 Absent 3 (Bealer, Schroeder, Shrawder)
   Motion carried.

Motion made by Al Darion, seconded by Amy Faust, to proceed with the bond refinancing when the savings reaches $200,000.

   Roll call vote: Yes 6 No 0 Absent 3 (Bealer, Schroeder, Shrawder)
   Motion carried.
Dental Plan Renewal  
Motion made by Kurt Friehauf, seconded by Randy Burch, to approve the annual renewal of the dental plan with United Concordia for the 2013-2014 school year at the same premiums as the prior year.

Roll call vote: Yes 6  No 0  Absent 3 (Bealer, Schroeder, Shrawder)  
Motion carried.

BCTC Budget  
Motion made by Kurt Friehauf, seconded by Caecilia Holt, to authorize the expenditures of the Berks Career & Technology Center’s General Program for the period of July 1, 2013 through June 30, 2014 as set forth herein.

Roll call vote: Yes 6  No 0  Absent 3 (Bealer, Schroeder, Shrawder)  
Motion carried.

Summer School  
Motion made by Al Darion, seconded by Kurt Friehauf, to approve the following summer programs and staffing for 2013:

**Elementary Summer Reading Program**
- Staff: Kerri L. Schegan  
  Lori E. Arndt  
  Elizabeth I. Stump  
  Jane E. Venkauskas  
  Ann L. Dietrich
- Librarian: Katharine S. Mannai (2 days per week)
- Coordinator: Donna A. Keglovits (stipend of $500)
- Staff Dates: June 17-July 25 (Monday through Thursday), 24 days total (including one prep day) for 4.5 hours per day (weeks 1 and 6) and 3.5 hours per day (weeks 2-5), at a rate of $24.50 per hour (current curriculum rate)
- No School: Thursday, July 4
- Student Dates: June 17-July 25 (Monday through Thursday), 23 days total
- No School: Thursday, July 4
- Cost: $50

**Middle School Summer School**
- Staff:  
  Reading/Language Arts – PLACEHOLDER  
  Mathematics – PLACEHOLDER
- Staff Dates: June 17-25 (Monday through Thursday), 24 days total (including one prep day) for 3 hours per day, at a rate of $24.50 per hour (current curriculum rate)
- Student Dates: June 17-July 25 (Monday through Thursday), 23 days total
- No School: Thursday, July 4
- Cost: $75 per course for resident students; $100 per course for out-of-district students

**High School Summer School**
- Staff:  
  English – PLACEHOLDER  
  Mathematics – PLACEHOLDER  
  Social Studies – PLACEHOLDER  
  Science – PLACEHOLDER
- Staff Dates: June 17-25 (Monday through Thursday), 24 days total (including one prep day) for 3 hours per day, at a rate of $24.50 per hour (current curriculum rate)
- Student Dates: June 17-July 25 (Monday through Thursday), 23 days total
- No School: Thursday, July 4
- Cost: $200 per course for resident students; $225 per course for out-of-district students

Roll call vote: Yes 6  No 0  Absent 3 (Bealer, Schroeder, Shrawder)  
Motion carried.

Senior Class Trip  
Motion made by Kurt Friehauf, seconded by Caecilia Holt, to approve a senior class trip to New York City on May 29, 2013, at a student cost of $140. The school district will not incur any cost for this trip.

Roll call vote: Yes 6  No 0  Absent 3 (Bealer, Schroeder, Shrawder)  
Motion carried.

E-Signature Resolution  
Motion made by Kurt Friehauf, seconded by Randy Burch, to adopt the resolution identifying and authorizing Katherine D. Metrick, superintendent, to sign electronic agreements with the Pennsylvania Department of Education.

Roll call vote: Yes 6  No 0  Absent 3 (Bealer, Schroeder, Shrawder)  
Motion carried.
Policies –

Motion made by Kurt Friehauf, seconded by Caecilia Holt, to approve the first reading of the following policies:

- 004 Membership
- 123.1 Concussion Management
- 123.2 Sudden Cardiac Arrest
- 203 Immunizations and Communicable Diseases
- 822 AED/CPR
- 707.2 District Facilities Advertising

Roll call vote: Yes 6, No 0, Absent 3 (Bealer, Schroeder, Shrawder)
Motion carried.

Showcase Glass Replacement

Motion made by Amy Faust, seconded by Randy Burch, to approve the quote from Kutztown Glass & Mirror Service to replace the plate glass in the showcases in the high school hallways and lobby with laminated safety glass, at a cost of $2,508.67.

Roll call vote: Yes 6, No 0, Absent 3 (Bealer, Schroeder, Shrawder)
Motion carried.

Dishwasher Replacement

Motion made by Amy Faust, seconded by Kurt Friehauf, to approve the quote from Singer to provide and install a dishwasher in the high school cafeteria kitchen, at a cost of $44,034.33 paid for from the food service fund.

Roll call vote: Yes 5, No 1 (Ziegler), Absent 3 (Bealer, Schroeder, Shrawder)
Motion carried.

China Exchange Initiative

Motion made by Kurt Friehauf, seconded by Al Darion, to approve Katherine D. Metrick to participate in the China Exchange Initiative Administrator Shadowing Project, and to travel to China for 2-weeks in April 2014 at no cost to the district.

Roll call vote: Yes 5, No 1 (Burch), Absent 3 (Bealer, Schroeder, Shrawder)
Motion carried.

Discussion Items

- Sidewalk Replacement Bids
- Keystone Exam Results: Requirements for Students that did not Achieve Proficiency
- Tennis Court Repair and USTA Grant
- Budget/Retirement Incentive Update

Adjournment

Motion made by Amy Faust, seconded by Caecilia Holt, to adjourn the meeting at 9:18 p.m.
Motion carried unanimously.

Respectfully submitted by,

Rikki L. Clark, School Board Secretary