

Conrad Weiser Area School District  
Robesonia, PA

Minutes – January 15, 2020

At 7:30 p.m., President Mark D. Leidich called to order the regular meeting for the month of January of the Board of School Directors of the Conrad Weiser Area School District, followed by the pledge to the flag of the United States of America.

**Present for the Meeting**

*Board Members*

William T. Carl Jr., James Dotzenroth, Francis J. Kaczmarczyk, Dennis J. Manbeck, Neal McNutt, Gary G. Neider, Joshua Speirs and Mark D. Leidich

*Solicitor*

Leah Rotenberg, Esquire

*School Personnel*

Randall A. Grove, Robin L. Robertson, Jessica L. Head, Robert G. Galtere, Janet C. Heilman, Nicole C. Moore, Jonathan Holota, William S. Harrison, Eric A. Lutz, William R. Knapper, Stacy L. Miller, Kathleen A. Mohn and Heather M. Stricker

*Student Council Members*

**ANNOUNCEMENTS**

Announcements

Mr. Leidich asked Dr. Grove for any announcements and he announced that the Board of School Directors will hold an executive session at the end of the evening’s meeting to discuss personnel.

**APPROVAL OF MINUTES** – Mark D. Leidich

Minutes

- A. Motion by Carl, Seconded by Manbeck, RESOLVED, that the reading of the Minutes of the regular meeting of the Board of School Directors for the month of December held on December 18, 2019 and the agenda of the committee meetings held on December 4, 2019; and a special reorganization meeting held on December 4, 2019, be dispensed with and that the same be approved by voice vote.

This resolution was duly adopted by the following voice vote:

Aye: Carl, Dotzenroth, Kaczmarczyk, Manbeck, McNutt, Neider, Speirs and Leidich..... 8

**APPROVAL OF FINANCIAL REPORTS** – Mark D. Leidich

Financial Reports

- A. Motion by Kaczmarczyk, Seconded by Manbeck,

RESOLVED, that the financial reports be approved, as presented.

(Attachment Fa-1)

This resolution was duly adopted by the following vote:

Aye: Carl, Dotzenroth, Kaczmarczyk, Manbeck, McNutt, Neider, Speirs and Leidich..... 8

**APPROVAL OF PAYMENT OF BILLS** – Francis J. Kaczmarczyk

A. Motion by Kaczmarczyk, Seconded by Carl, RESOLVED, that by roll call vote the General Account bills be approved in the amount of \$440,857.99 and ratified in the amount of \$3,952,319.08 as presented, and the Treasurer be authorized to issue checks in the amounts indicated for the total amount of \$4,393,177.07;

General Bills

and further,

RESOLVED, that the Cafeteria Account bills be approved in the amount of \$45,369.28 and ratified in the amount of \$73,128.05 as presented, and the Treasurer be authorized to issue checks in the amounts indicated for the total amount of \$118,497.33.

Cafeteria Bills

This resolution was duly adopted by the following rollcall vote:

Aye: Carl, Dotzenroth, Kaczmarczyk, Manbeck, McNutt, Neider, Speirs and Leidich..... 8

B. Motion by Kaczmarczyk, Seconded by Manbeck, RESOLVED, that by roll call vote the Construction Account bills be approved in the amount of \$41,749.82 as presented and the Treasurer be authorized to issue checks in the amounts indicated for the total amount of \$41,749.82.

Construction Bills

This resolution was duly adopted by the following rollcall vote:

Aye: Carl, Dotzenroth, Kaczmarczyk, Manbeck, McNutt, Neider, Speirs and Leidich..... 8

**PRESENTATIONS**

A. PSBA- Dr. Grove presented Mr. Kaczmarczyk, Mr. Leidich, Mr. Neider and Mr. Sabold with certificates from PSBA recognizing them for their milestone years of service as a board member.

PSBA

B. Requests to speak to the Board of School Directors

Requests to Speak

This resolution was duly adopted by the following vote:

Aye: Carl, Dotzenroth, Kaczmarczyk, Manbeck, McNutt, Neider, Speirs and Leidich..... 8

**COMMUNICATIONS**

Communications

A. Reports

- 1. Solicitor – Ms. Rotenberg had no report.
- 2. Student Council- No representative present.
- 3. Berks County Intermediate Unit – Mr. Carl reported the meeting is tomorrow.
- 4. Berks Career & Technology Center– Mr. Carl reported they are meeting next Wednesday.
- 5. Tax Collection Committee – Mrs. Robertson had no report.

**BUDGET & FINANCE COMMITTEE** – Francis J. Kaczmarczyk, Chairperson

Consent Agenda

Mr. Kaczmarczyk asked for requests to move items from the Consent Agenda to the Discussion Agenda, and there were none.

- 1. RGG Motion by Kaczmarczyk, Seconded by Neider, RESOLVED, that on the recommendation of the Administration and the Budget & Finance Committee, the Board of School Directors of the Conrad Weiser Area School District authorizes a Senior Class Commencement Party account in the Student Activity Fund with this activity fund account to be closed on or before June 30, 2020.

Sr Class Party Account

This resolution was duly adopted by the following vote:

Aye: Carl, Dotzenroth, Kaczmarczyk, Manbeck, McNutt, Neider, Speirs and Leidich..... 8

Discussion Agenda

- 1. JLH Motion by Kaczmarczyk, Seconded by Manbeck, approves a special education agreement with Learn Well Education for instruction up to 10 hours/day, for the maximum of 2 hours/week, in the amount of \$44.00/hour, effective for the remainder of the 2019-2020 if needed.

Learn Well Ed Agreement

This resolution was duly adopted by the following vote:

Aye: Carl, Dotzenroth, Kaczmarczyk, Manbeck, McNutt,  
Neider, Speirs and Leidich..... 8

**CURRICULUM COMMITTEE** – Bret A. B. Sabold, Chairperson

1. RGG Motion by Speirs, Seconded by Kaczmarczyk,  
RESOLVED, that on the recommendation of the Administration  
and the Curriculum Committee, the Board of School Directors of  
the Conrad Weiser Area School District approves the 2020-21  
Program of Studies booklet for Grades 9 through 12 which will  
be attached to the Official Minutes. HS Program of  
Studies

Note: Copies of the Program of Studies booklet will be  
distributed to students in Grades 8 and be on file in the high  
school office.

This resolution was duly adopted by the following vote:

Aye: Carl, Dotzenroth, Kaczmarczyk, Manbeck, McNutt,  
Neider, Speirs and Leidich..... 8

2. RRG Motion by Speirs, Seconded by Kaczmarczyk,  
approves the 2020-21 Conrad Weiser Area School District  
Academic Calendar. CWASD Calendar  
(Attachment A-1)

This resolution was duly adopted by the following vote:

Aye: Carl, Dotzenroth, Kaczmarczyk, Manbeck, McNutt,  
Neider, Speirs and Leidich..... 8

3. RRG Motion by Speirs, Seconded by Kaczmarczyk,  
approves the following student teacher for the second semester  
of the 2019-20 school year: Student Teacher

a. Kelsie Fowler, Kutztown University, with Jen Potthoff at  
the middle school from March 16 through May 7, 2020.

This resolution was duly adopted by the following vote:

Aye: Carl, Dotzenroth, Kaczmarczyk, Manbeck, McNutt,  
Neider, Speirs and Leidich.....

Discussion Agenda

1. RGG Motion by Speirs, Seconded by Kaczmarczyk,  
approves a Science Program Agreement with Wilson School  
District for Nakita Patel, Grade 8, as a non-resident student with  
pro-rated tuition paid by Wilson School District to the Conrad  
Weiser Area School District for the 2019-20 school year. ScienceTuition  
Student

Note: Nakita will attend the high school 1 block.

This resolution was duly adopted by the following vote:

Aye: Carl, Dotzenroth, Kaczmarczyk, Manbeck, McNutt, Neider, Speirs and Leidich..... 8

- 2. RGG Motion by Speirs, Seconded by Kaczmarczyk, approves a Memorandum of Understanding between the Board of School Directors of Conrad Weiser Area School District and the Conrad Weiser Area Education Association to utilize flexible instructional days approved by the Department of Education. MOU FID

This resolution was duly adopted by the following vote:

Aye: Carl, Dotzenroth, Kaczmarczyk, Manbeck, McNutt, Neider, Speirs and Leidich..... 8

**EXTRA-CURRICULAR COMMITTEE** – Chairperson

Discussion Agenda

- 1. RGG Motion by Kaczmarczyk, Seconded by McNutt, RESOLVED, that on the recommendation of the Administration and the Extra-Curricular Committee, the Board of School Directors of the Conrad Weiser Area School District approves the Key Club field trip, under the direction of Stacey Osman, to the Key Club Convention at The Penn Stater Hotel and Conference Center, State College, PA from March 13-15, 2020. Key Club

Note: The cost to the district will be for one substitute teacher for a half day. The students will be funding the transportation costs.

This resolution was duly adopted by the following vote:

Aye: Carl, Dotzenroth, Kaczmarczyk, Manbeck, McNutt, Neider, Speirs and Leidich..... 8

- 2. RGG Motion by Kaczmarczyk, Seconded by Speirs, approves the following middle school extra-curricular non-paid position and personnel for the 2019-20 school year: Unpaid Extra-curricular Advisors – MS

<u>Advisor</u>	<u>Yrs</u>	<u>Activity</u>
Phleane Kissling	1	Archery Club

This resolution was duly adopted by the following vote:

Aye: Carl, Dotzenroth, Kaczmarczyk, Manbeck, McNutt, Neider, Speirs and Leidich..... 8

3. RGG Motion by Kaczmarczyk, Seconded by McNutt, approves the request of Ag/FFA, under the direction of Adam Serfass and John Siefert to participate in the State FFA CDE and Activities Week at Penn State University (State College) on June 2, 3 and 4, 2020. FFA Field Trip

Note: The cost to the District will be for two vans and registration fees for the advisors. Money has been budgeted for this trip from the Ag budget.

This resolution was duly adopted by the following vote:

Aye: Carl, Dotzenroth, Kaczmarczyk, Manbeck, McNutt, Neider, Speirs and Leidich..... 8

4. WSH Motion by Kaczmarczyk, Seconded by Speirs, approves laundry services in the amount of \$1,300.00 to Alan Moyer for the 2019 football season. Laundry Services

This resolution was duly adopted by the following vote:

Aye: Carl, Dotzenroth, Kaczmarczyk, Manbeck, McNutt, Neider, Speirs and Leidich..... 8

**FACILITIES/PROPERTY COMMITTEE** – Dennis J. Manbeck, Chairperson

*Discussion Agenda*

1. EAL Motion by Manbeck, Seconded by Kaczmarczyk, RESOLVED, that on the recommendation of the Administration and the Facilities/Property Committee, the Board of School Directors of the Conrad Weiser Area School District authorizes Muhlenberg Greene Architects, Ltd. to complete the Final Construction Documents and to solicit Bids for the construction contracts required for the Conrad Weiser Area School District High School Facilities Improvements project and for the Roof Replacement projects at the High School and Middle School. Master Plan Project

Note: MGA Project Number 4381A.

This resolution was duly adopted by the following vote:

Aye: Dotzenroth, Kaczmarczyk, Manbeck, McNutt, Neider, Speirs and Leidich..... 7  
 Nay: Carl..... 1

**HUMAN RELATIONS COMMITTEE** – Gary G. Neider, Chairperson

*Consent Agenda*

Mr. Neider asked for requests to move items from the Consent Agenda to the Discussion Agenda, and there were none.

- Motion by Neider, Seconded by Carl,  
RESOLVED, that on the recommendation of the Administration  
and the Human Relations Committee, the Board of School  
Directors of the Conrad Weiser Area School District approves  
tuition reimbursement for faculty.
1. RAG (Attachment A-2) Tuition Reimbursement-Faculty
2. RLR approves tuition reimbursement for staff. (Attachment A-3) Tuition Reimbursement-Staff
3. RAG approves the following changes in the salary status of Professional Employees, effective on the first day of the second semester of the 2019-20 school year (currently January 21, 2020): Salary Adjustment
- |                | <i>From</i>                | <i>To</i>                  |
|----------------|----------------------------|----------------------------|
| Erin Aregood   | M – Step 13<br>\$67,197    | M+15 – Step 13<br>\$70,149 |
| Julie Bennick  | M – Step 2<br>\$52,722     | M+15 – Step 2<br>\$55,676  |
| Melissa Bowser | M+15 – Step 13<br>\$70,149 | M+30 – Step 13<br>\$72,774 |
| Shawna Farmer  | B+24 – Step 5<br>\$52,620  | M – Step 5<br>\$55,595     |
| Carina Garcia  | B+24 – Step 5<br>\$52,620  | M – Step 5<br>\$55,595     |
| Colleen Holt   | M+15 – Step 18<br>\$77,691 | M+30 – Step 18<br>\$80,316 |
| Ernest Woolf   | M+30 – Step 8<br>\$64,821  | 2M – Step 8<br>\$66,374    |
| Dane Yuengel   | M – Step 5<br>\$55,595     | M+15 – Step 5<br>\$58,548  |
4. RAG accepts, with regret, the irrevocable letter of retirement from John Levan, Grade 6 Teacher at the middle school, at the end of the 2019-20 school year, and approves payment of the Buyout at the end of the 2019-20 school year in accordance with the provisions of Appendix B, Section B.14.a. of the 2016-2021 Collective Bargaining Agreement. Intent to Retire – Gr. 6 at MS
5. RAG accepts, with regret, the irrevocable letter of retirement from Cynthia Weller, Language Arts Teacher at the middle school, at the end of the 2019-20 school year, and approves payment of the Buyout at the end of the 2019-20 school year in accordance with the provisions of Appendix B, Section B.14.a. of the 2016-2021 Collective Bargaining Agreement. Intent to Retire – Lang Arts at MS
6. RAG accepts, with regret, the irrevocable letter of retirement from Cathy Mason, Grade 5 Teacher at the middle school, at the end of the 2019-20 school year, and approves payment of the Intent to Retire – Gr. 5 at MS

Buyout at the end of the 2019-20 school year in accordance with the provisions of Appendix B, Section B.14.a. of the 2016-2021 Collective Bargaining Agreement.

- 7. RAG accepts, with regret, the irrevocable letter of retirement from Barbara Troutman, Grade 2 Teacher at the West Elementary School, at the end of the 2019-20 school year, and approves payment of the Buyout at the end of the 2019-20 school year in accordance with the provisions of Appendix B, Section B.14.a. of the 2016-2021 Collective Bargaining Agreement.
- 8. RAG accepts, with regret, the letter of retirement from Robin Robertson, Director of Business and Administrative Services, at the end of the 2019-20 school year.
- 9. RAG approves the employment of William Sellars, 573 Woodrow Court, Wernersville, PA 19565, as an academic year Professional Employee in the Conrad Weiser Area School District at a yearly salary of \$68,607 (Masters, Step 14) in accordance with the 2019-20 salary schedule, pending receipt of all required documentation.

Intent to Retire – Gr. 2 at West

Intent to Retire – Dir of Bus and Admin Svcs

Hire- Tech Ed Teacher at MS

Note: Education Level: Masters  
 School: Wilkes University  
 Certification: Technology Education (K-12), Middle School Science (7-9), Middle School Citizenship Education (7-9), Elementary Education (K-6)  
 Experience: Muhlenberg School District – 13 yrs, BCIU Alternative Ed. – 2 yrs  
 Employment: TBD  
 Initial Assignment: Technology Education, Middle School

Note: This is a replacement for Douglas Rogers (resigned).

These resolutions were duly adopted by the following vote:

Aye: Carl, Dotzenroth, Kaczmarczyk, Manbeck, McNutt, Neider, Speirs and Leidich..... 8

Discussion Agenda

- 1. RAG Motion by Neider, Seconded by Kaczmarczyk, approves a crossover day for Kristen Overley, Long-term Substitute Art Teacher at East Elementary School.

Crossover Day LTS Art Teacher

This resolution was duly adopted by the following vote:

Aye: Carl, Dotzenroth, Kaczmarczyk, Manbeck, McNutt, Neider, Speirs and Leidich..... 8



2. RAG Motion by Neider, Seconded by Kaczmarczyk, approves the return of Tracy Ash, part-time health and physical education teacher at the high school, from a parental leave of absence, beginning January 21, 2020. Parental Leave Return

Note: Second semester salary (two blocks) is \$12,293.32.

This resolution was duly adopted by the following vote:

Aye: Carl, Dotzenroth, Kaczmarczyk, Manbeck, McNutt, Neider, Speirs and Leidich..... 8

3. RAG Motion by Neider, Seconded by Manbeck, authorizes the following temporary professional employees, having completed three years of satisfactory service, to be granted the status of professional employee: Tenure

<i>Name</i>	<i>Date Hired as a 10-month Employee</i>
Mary James	October 2016
Carrie Mastruzzo	October 2016

This resolution was duly adopted by the following vote:

Aye: Carl, Dotzenroth, Kaczmarczyk, Manbeck, McNutt, Neider, Speirs and Leidich..... 8

4. RAG Motion by Neider, Seconded by Kaczmarczyk, approves the transfer of Jonathan Holota from Middle School Assistant Principal, 10-month, to Middle School Co-Principal, at a starting salary of \$88,000 (pro-rated). Trans MS Asst Prin to MS Co-Prin

Note: Education Level: Masters  
 School: Kutztown University  
 Certification: Social Studies 7-12, Principal Certificate PK-12  
 Experience: CWASD MS Assist. Principal- 2 yrs  
 Employment: January 16, 2020  
 Initial Middle School Co-Principal  
 Assignment:

Note: This is a partial replacement for Ken Buck (resigned).

This resolution was duly adopted by the following vote:

Aye: Carl, Dotzenroth, Kaczmarczyk, Manbeck, McNutt, Neider and Leidich..... 7  
 Nay: Speirs..... 1

5. RAG Motion by Neider, Seconded by Manbeck, approves the transfer of Nicole Moore from West Elementary Principal, to Middle School Co-Principal, at a starting salary of \$97,517.94 (pro-rated).

Trans West Elem  
Prin to MS Co-Prin

Note: Education Level: Masters  
 School: Gratz College  
 Certification: Elementary K-6, Elementary School Counselor K-6, Secondary School Counselor 7-12, Principal PK-12  
 Experience: CWASD West Elementary Principal- 2 yrs  
 Employment: TBD  
 Initial: Middle School Co-Principal  
 Assignment:

Note: This is a partial replacement for Ken Buck (resigned).

This resolution was duly adopted by the following vote:

Aye:	Carl, Dotzenroth, Kaczmarczyk, Manbeck, McNutt, Neider and Leidich.....	7
Nay:	Speirs.....	1

6. JLH Motion by Neider, Seconded by Kaczmarczyk, approves the employment of Tara Kohl, 385 Laurel Ridge Road, Reinholds, PA 17569, as a full-time(7 hours/day) academic year special education instructional aide at Conrad Weiser East Elementary, at an hourly rate of \$11.00, pending receipt of all required documentation.

Hire- Sp Ed Instr  
Aide at East

Note: This is a new position.

This resolution was duly adopted by the following vote:

Aye:	Carl, Dotzenroth, Kaczmarczyk, Manbeck, McNutt, Neider, Speirs and Leidich.....	8
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7. JLH Motion by Neider, Seconded by Kaczmarczyk, approves the number of hours worked per day as a transportation aide for the following personnel for the 2019-20 school year:

Transportation Aides

Sandy Schaeffer	-	6.25 hrs/day
Ioana Pancu	-	4.50 hrs/day

Note: Hours may fluctuate from day to day throughout the school year, but any significant change in hours that effects payroll/benefits will be brought to the Board for approval.

This resolution was duly adopted by the following vote:

Aye: Carl, Dotzenroth, Kaczmarczyk, Manbeck, McNutt, Neider, Speirs and Leidich..... 8

- 8. JLH Motion by Neider, Seconded by Kaczmarczyk, approves the transfer of Paulene McNeill from a part-time special education instructional aide (4.5 hours/day) to a full-time special education instructional aide (7 hours/day) at the high school, at her current hourly rate, effective January 21, 2020.

Trans PT to FT Sp Ed Instr Aide at HS

Note: This is a replacement for Melissa Gartner (deceased).

This resolution was duly adopted by the following vote:

Aye: Carl, Dotzenroth, Kaczmarczyk, Manbeck, McNutt, Neider, Speirs and Leidich..... 8

*Information Items:*

- 1. RAG The first day of employment for Chloe Olszewski, long-term substitute for Rebecca Neiheiser, was November 21, 2019.
- 2. JLH The first day of employment for Meghan Harnish, teacher at East Elementary, was December 3, 2019.
- 3. RAG The last day of employment for Douglas Rogers, Technology Education Teacher at the Middle School, will be January 14, 2020.
- 4. RAG The last day of employment for Dr. Janet Heilman, Principal at East Elementary, will be January 17, 2020.

**SUPERINTENDENT’S REPORT**

Supt Report

Dr. Grove reminded everyone that they will hold an executive session at the end of the evening’s meeting to discuss personnel. He also mentioned finals have begun at the high school.

**ADMINISTRATION REPORTS**

A. Enrollment Reports

Enrollment

B. Assistant Superintendent

Asst. Superintendent

Dr. Giffing prepared a written report that was distributed prior to the meeting.

C. Director of Business

Director of Business

Mrs. Robertson prepared a written report that was

distributed prior to the meeting.

1. Director of Food Services [Dir. Food Service](#)

Ms. Nagle prepared a written report that was distributed prior to the meeting.

2. Director of Facilities [Dir of Facilities](#)

Mr. Lutz prepared a written report that was distributed prior to the meeting.

- D. West Elementary Principal [West Principal](#)

Ms. Moore prepared a written report that was distributed prior to the meeting.

- E. East Elementary Principal [East Principal](#)

Dr. Heilman prepared a written report that was distributed prior to the meeting.

- F. Middle School Principal [MS Principal](#)

No report.

1. Assistant Middle School Principal [Asst MS Principal](#)

Mr. Holota prepared a written report that was distributed prior to the meeting.

- G. High School Principal [HS Principal](#)

Mr. Galtere prepared a written report that was distributed prior to the meeting.

1. Assistant High School Principal [Asst. HS Principal](#)

Mrs. Sweigart prepared a written report that was distributed prior to the meeting.

2. Assistant High School Principal [Asst HS Principal](#)

Mr. Neider prepared a written report that was distributed prior to the meeting.

- H. Assistant Principal Weiser Decisions [Asst Principal WD](#)

Mrs. Estrada prepared a written report that was distributed prior to the meeting.

I. Director of Special Education

Director of Special Ed.

Mrs. Head prepared a written report that was distributed prior to the meeting.

J. Director of Athletics

Director of Athletics

Mr. Harrison - No report

K. Director of Technology

Director of Technology

Mr. Knapper prepared a written report that was distributed prior to the meeting.

**ADJOURNMENT**

Motion by Carl, Seconded by Speirs,  
Adjourned 7:46 p.m.

CONRAD WEISER AREA SCHOOL DISTRICT  
Robesonia, PA

ADDENDUM

**HUMAN RELATIONS COMMITTEE** - Gary G. Neider, Chairperson

8a. RLR Motion by Neider, Seconded by Kaczmarczyk,  
RESOLVED, that on the recommendation of the Administration, the  
Board of School Directors of the Conrad Weiser Area School District  
approves the employment of Kim Michelle Koch, 4338 Route 419,  
Womelsdorf, Pa. 19567, as an evening custodian at the middle  
school, at an hourly rate of \$12.00, pending receipt of all required  
documentation.

Hire MS  
Evening  
Custodian

Note: This is a replacement for Wayne Scott Miller (resigned).

This resolution was duly adopted by the following vote:

Aye: Carl, Dotzenroth, Kaczmarczyk, Manbeck, McNutt,  
Neider, Speirs and Leidich..... 8