

WYOMISSING AREA SCHOOL DISTRICT

Minutes January 24, 2005

The regular meeting of the Board of School Directors convened at 7:30 p.m. in the Library at the West Reading Elementary School with Mr. Snyder, Board President, presiding.

Board Members Present: Mrs. Barnett, Mr. Deem, Mr. Larkin, Mr. Love, Mr. Murray, Mrs. Sakmann, Dr. Shuttlesworth, Mrs. McCready, and Mr. Snyder.

Administrative Staff Present: Dr. Dietz, Mrs. Riedel, Dr. Kennedy, Mrs. Whye, and Mr. Laubach.

Attendees: Mr. S. Georgeadis. See list included as part of these official minutes.

PLEDGE OF ALLEGIANCE Mr. Snyder called the meeting to order.

PRESENTATIONS As part of National School Board Recognition Month, Dr. Dietz thanked the Board members for their service to the school district and the community. The Pennsylvania School Board Association provided calendars and certificates which were included as part of the Board packet.

Julie Masano, West Reading Elementary Center student, and her parents were in attendance. Julie was congratulated on her accomplishment as the elementary Spelling Bee Champion.

AUDIENCE RECOGNITION Mr. Frank Wiczkowski from MAW Communications introduced himself and stated he was in attendance because the school Board is looking to approve a WAN contract.

APPROVED MEETING MINUTES Upon motion by Mrs. McCready, and second by Mr. Deem, the minutes of the following meetings were approved as presented and included as part of these official minutes.

November 22, 2004	Finance Committee Meeting
November 22, 2004	Regular Board Meeting
December 1, 2004	Special Board Meeting
December 1, 2004	General Purpose Meeting
December 6, 2004	Board Reorganization
December 20, 2004	Special Board Meeting
January 18, 2005	Board Work Session

Yeas: 9

Nays: 0

RATIFIED FINANCIAL REPORTS Upon motion by Mrs. Barnett, second by Mr. Larkin, payment of properly approved vendor invoices for the General Fund, 2001 and 2003 G.O. Bond, and Capital Reserve – November and December 2004 was ratified.

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Yeas: Barnett, Deem, Larkin Love, Murray, Sakmann, Shuttlesworth, McCready, and Snyder.

Nays: None. Motion carried.

CORRESPONDENCE

- ❖ The school Board and administration received a thank you card from St. Luke's Church for the donation in memory of Mr. Ken Templin.
- ❖ Dr. Dietz read a letter from MCA Construction thanking the district for their good working relationship during the Hills project and especially Mark Dawson for being a great representative to for the school.
- ❖ Resident Martha Hafer wrote that she thoroughly enjoyed the performances at the Wyomissing Hills holiday concert.
- ❖ The Kurr Foundation sent two letters indicating their \$1,000 and \$5,000 donation to the Wyomissing Hills OASIS project.

SUPERINTENDENT'S UPDATES

- ❖ Dr. Dietz noted that the budget calendar will be similar to last year's calendar and will be distributed to the Board shortly and distributed to administration at their next team meeting.
- ❖ The fall sports end-of-season reports were distributed..
- ❖ Dr. Dietz provided the Board with a mid-year report on the district goals. The Board asked that the report be revised to include specific headings for each topic and noted that the report would be discussed at their next meeting. Dr. Dietz indicated that they would have an updated report within a few days.

SUPERINTENDENT'S REPORT

Dr. Dietz submitted his report and recommendations dated January 24, 2005.

The Board requested that Personnel item "h. 1) Ratify Wyomissing Hills Elementary Center After-School Program Instructor Appointments be voted on separately.

RATIFIED AFTER-SCHOOL PROGRAM INSTRUCTORS

Upon motion by Mr. Murray, second by Mrs. Sakmann, the Wyomissing Hills after-school program instructors were ratified for 3 hours per week, for a maximum of 8 weeks, effective January 11 to March 3, 2005:

Kendall McCready, Grade 2 (Reading)
Staci Futrick, Grade 2 (Reading)
Stephanie Haines, Grade 3 (Reading)
Karen Sichak, Grade 4 (Reading)
Marcia Moyer, Grade 3 (Math)
Jane Redner, Grade 4 (Math)

Yeas: Barnett, Deem, Larkin Love, Murray, Sakmann, Shuttlesworth, and Snyder.

Abstain: McCready

Nays: None. Motion carried.

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APPROVED SUPERINTENDENT'S REPORT

Upon motion by Mr. Love, second by Dr. Shuttlesworth, the remaining items on the superintendent's report dated January 24, 2005, were approved. A copy is included as part of these official minutes.

Yeas: Barnett, Deem, Larkin, Love, Murray, Sakmann, Shuttlesworth, McCready and Snyder.

Nays: None. Motion carried.

SCHOOL BOARD MEMBER REPORTS

Berks Career & Technology Center – No report.

E.I.T. Board – Mr. Murray announced they would be meeting on Tuesday, January 25.

Intermediate Unit Board – Mr. Love pointed out the BCIU newsletter which every Board member received and announced an upcoming negotiations session at the IU which he encouraged committee members to attend.

Legislative – No report.

PSBA – Mr. Love announced an upcoming legislative meeting in Hershey on March 6 & 7 and encouraged members to attend.

WAEF – No report.

Joint Boroughs/District Committee – No report.

Next School Board Meetings –

Dr. Dietz announced the following upcoming meetings:

Tuesday, February 22, 2005,
Work Session, 6:00 p.m., Community Board Room

Monday, February 28, 2005
Regular Board Meeting, 7:30 p.m., Wyomissing Hills Elementary Center

Dr. Dietz asked the Board to consider moving the March meeting to March 14 to avoid holding a meeting during spring break. The Board agreed and administration is to advertise accordingly.

OLD BUSINESS

None.

NEW BUSINESS

Mrs. Barnett announced an upcoming meeting with Mrs. McCready and Dr. Kennedy regarding policies on Wednesday, January 26, at 1:30 p.m.

Mr. Larkin announced an upcoming meeting on February 1 with the administration regarding personnel at 1:30 p.m..

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Mrs. Sakmann announced an upcoming meeting with administration on community relations on January 25 at 1:30 p.m.

PUBLIC COMMENT

Mr. Frank Wiczowski from MAW Communications addressed the Board regarding the WAN approval and upcoming internet proposals. He claimed he could save the district more money by receiving the bid for both proposals.

Mr. Laubach reported that the internet proposals are still coming in, and he has not received all of them. The deadline for acceptance of the internet proposals is limited due to the ability to receive e-rate funding discounts.

Mr. McDonnell commented that the Board already approved the WAN proposal this evening and the internet proposal was the only item left to approve. The Board agreed to have a special meeting on January 31 at 6:00 p.m. to vote on the internet proposals.

Mr. Laubach commented that this would allow the district to file the necessary paperwork before the e-rate deadline.

Mr. Wiczowski was encouraged to attend that meeting if he wanted to make any additional comments.

Mr. McDonnell said he would advertise the special meeting.

ADJOURNMENT

There being no further business and upon motion by Mrs. McCready, second by Mr. Deem, the meeting adjourned at 8:08 p.m.

Arthur J. McDonnell
Board Secretary

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SUPERINTENDENT'S REPORT

To: Members of the Board of School Directors

The superintendent respectfully submits the following information and recommendations for Board approval:

1. Personnel

- a. Approve Professional Staff Retirement: **Ruth Martelli**, Elementary Enrichment Teacher, effective at the end of the 2004-05 school year.
- b. Ratify Support Staff Resignations:
 - 1) **Mickey Bellet**, Jr./Sr. High School Library Instructional Aide, effective January 3, 2005.
 - 2) **Lisa Lyate**, Special Education Instructional Aide at Wyomissing Hills Elementary Center, effective January 7, 2005.
 - 3) **Debora Bensinger**, Secretary to the Director of Pupil Services, effective January 20, 2005.
- c. Ratify Support Staff Transfer: **Ellen Weaver** transferring from part-time Library Instructional Aide at the Wyomissing Hills Elementary Center to full-time Library Instructional Aide at the Jr./Sr. High School, 35 hours per week during the school year, effective January 18, 2005, with no change to the hourly rate of \$9.25/hour, but including benefits.
- d. Ratify Professional Staff Leave Request: **Andrea Landrum**, Secondary English Teacher, has requested a maternity/child-rearing leave beginning January 3, 2005, until the start of the 4th quarter on March 29, 2005.
- e. Approve Position Guides - Updates/Deletions
 - 1) Update – Secretary to the Director of Special Education
 - 2) Delete – Junior/Senior High School Library Aide (Clerical & Instructional Support)
 - 3) Delete – Junior/Senior High School Library Clerical/Instructional Aide
- f. Ratify Support Staff Appointments:
 - 1) **Kim Luigard**, full-time Special Education Instructional Aide at Wyomissing Hills Elementary Center, 35 hours per week during the school year, \$9.86 per hour, effective January 18, 2005. (Replacing Wanda Bender who resigned.)
 - 2) **Dori Noecker**, part-time Teacher Instructional Aide at Wyomissing Hills Elementary Center, 5 hours per day during the school year, \$9.25 per hour, and part-time Cafeteria Monitor for 2 hours per day during the school year, \$7.75 per hour, effective December 22, 2004, including benefits. (Replacing Kevin Lehr who resigned.)

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- 3) **Janice M. Varone**, full-time Library Instructional Aide at the Jr./Sr. High School, 35 hours per week during the school year, \$9.25/hour, effective January 10, 2005. (Replacing Sally Moyer who resigned.)
- 4) **Krista Mazur**, full-time Special Education Instructional Aide at Wyomissing Hills Elementary Center, 35 hours per week during the school year, \$10.87/hour, effective January 18, 2005. (Replacing Lisa Lyate who resigned.)
- 5) **Stephanie Nye**, part-time Library Instructional Aide at Wyomissing Hills Elementary Center, 16.5 hours per week during the school year, \$9.25 per hour, effective January 14, 2005. (Replacing Ellen Weaver who transferred to the high school.)

g. Approve SAT Tutorial Class Instructor Appointments:

- 1) **Joan Mathews**, Verbal Instructor, \$28/hour for a maximum of 10 hours beginning February 2005.
- 2) **Chris Orzechowski**, Verbal Instructor, \$28/hour for a maximum of 10 hours beginning February 2005.
- 3) **Nate Miller and Corinne Fecho-Yanes**, Mathematics Co-Instructors, \$28/hour for a maximum of 10 hours shared beginning February 2005.

h. Ratify Wyomissing Hills Elementary Center After-School Program Instructor Appointments

All appointments 3 hours per week, for a maximum of 8 weeks, effective January 11, 2005 to March 3, 2005.

- 1) **Kendall McCready**, Grade 2 (Reading)
- 2) **Staci Futrick**, Grade 2 (Reading)
- 3) **Stephanie Haines**, Grade 3 (Reading)
- 4) **Karen Sichak**, Grade 4 (Reading)
- 5) **Marcia Moyer**, Grade 3 (Math)
- 6) **Jane Redner**, Grade 4 (Math)

i. Approve Salary Adjustment for Temporary Part-Time Instructor

Background Information: Due to the additional time needed by Mrs. Loretta Minear to prepare the instruction and to assist students, it is recommended that she be paid an additional hour for the 116 days she is substituting, at an hourly rate of \$28, for a total of \$3,248.

j. Approve Substitute Professional/Support Staff List

k. Ratify Substitute Bus Drivers List

2. Curriculum

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3. Finance

- a. Approve Submission of Delinquent Real Estate Taxes to BMF Law Group

Background Information: The District has entered into a Board approved contract for the collection of delinquent real estate taxes with BMF Law Group. The process for collection will begin this month, and the list of taxpayers will be sent to BMF shortly. A regular agenda item should appear at the next meeting that will approve the turnover of delinquent taxes to BMF.

- b. Approve Tax Collector Pay Rates

Approve a compensation rate of 40 cents per real estate bill and 25 cents for each per capita bill for the West Reading tax collector.

Background Information: The District has an opportunity every four years to effect changes to the method or rate of compensation for tax collectors. We currently have two tax collectors being paid at different rates due to the use of our lockbox for the payment of tax bills. We are proposing changing the rates to an amount consistent with the cost of the lockbox procedure.

- c. Approve Contract with ECTS to handle the District's E-Rate funding program

Background Information: The federally funded E-rate program provides discounts on telecommunications equipment/charges to public schools. The Wyomissing School District requires assistance in filing for E-rate eligible services to provide the largest amount of funding possible. This can be accomplished by contracting with an entity whose sole purpose is to process and monitor the E-rate program for the district. ECTS retainer fee is 12% of realized savings on E-rate eligible expenses.

4. Facilities

- a. Approve Maintenance Contract with TRANE

Background Information: TRANE, 3909 TecPort Drive, Harrisburg, Pa 17111, has submitted a proposal to manage operating costs by providing the West Reading Elementary facility with value-driven maintenance services. They propose a systematic service program conducted by factory-trained service technicians will result in energy conservation, equipment efficiency, reduced operating costs and extended equipment life.

- b. Approve Bid for WREC Modular Project

Background Information: The prebid conference was held on January 4, 2005, with several bidders attending. The bid opening on January 11, 2005, produced six general contractor and four electrical contractor bids. The low bidder for the general contractor was Nadler Mobile Offices, LLC, of Spring Valley, NY at \$154,107, and the low bidder for the electrical was West Side-Hammer Electric, Bethlehem, PA, at \$25,800. The combined bid of \$179,907 is under Crabtree Rohrbaugh's total cost estimate of \$190,000.

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- c. Ratify WREC Tank Removal Quote

Background Information: Four quotes were received and the lowest competent bidder was AES of Ephrata in the amount \$5,550. This project must be completed before the WREC Modular project can begin.

5. School Activities & Athletics

- a. Approve Supplemental Activities Appointments

- 1) **Erika Homan**, Spartan Pride Co-Advisor for the 2004-05 school year, 7 points, \$543, effective the 2004-05 school year. Erika is co-advisor with Michelle Kersikoski.
- 2) **Susan Derr**, Junior High Drama Advisor, 37 points, \$2,868, effective the 2004-05 school year (prorated for 2nd semester).
- 3) **Mariel Jordan**, Junior High Drama Co-Producer, 3 points, \$233, effective the 2004-05 school year (prorated for 2nd semester).
- 4) **Debbie Hottenstein**, Junior High Drama Co-Producer, 6 points, \$465, effective the 2004-05 school year (prorated for 2nd semester). (The Board approved Debbie in August for the full year, but there was not a fall production, necessitating a salary change.)

6. Technology

- a. Approve WAN Proposal from DES at an installation cost of \$165,405 and a monthly maintenance fee of \$538.

Background Information: The Wyomissing School District will be networking their three school buildings with fiber optic cabling in accordance with E-rate guidelines. This connectivity is a major goal of the district administration and will provide centralized communication via voice and data to increase productivity and reduce redundancy of these services.

7. Policy

8. Community Relations

- a. Approve School Calendar for 2005-2006

9. Other Items

Recommended Action

The Superintendent recommends that the Board of School Directors approve the recommendations in the Superintendent's report as listed above.