

# WYOMISSING AREA SCHOOL DISTRICT

630 Evans Avenue  
Wyomissing, PA 19610

## *Our Mission*

*The Wyomissing Area School District, in partnership with parents and community, is committed to:*

- *educate all students to their fullest potential*
- *provide all students with the opportunity to acquire the knowledge and skills to be successful in the 21<sup>st</sup> century*
- *encourage all students to be productive, responsible citizens and lifelong learners.*

### Board of School Directors

Daniel K. Snyder, Esq. President  
Mr. John A. Larkin, Vice President  
Mr. Lawrence A. Fitzgerald, Treasurer  
Jana R. Barnett, Esq.  
Mr. David M. Deem  
Mr. Randall E. Hinsey, Jr.  
Mrs. Joanne E. McCready  
Mr. Gregory L. Portner  
Mrs. Lynn T. Sakmann

### Non Members

Mrs. Corinne D. Mason, Board Secretary  
Dr. Pamela R. Pulkowski, Assistant Superintendent  
Ms. Kathleen A. Garman, Director of Human Resources

### Ex Officio Member

Dr. Helen H. Larson, Superintendent

## SCHOOL BOARD MEETING

Monday, January 28, 2008 – 7:30 P.M.  
Community Board Room

### OPENING

- I. Call to Order – Mr. Daniel K. Snyder, Board President, Presiding
- II. Pledge of Allegiance to the Flag
- III. Roll Call
- IV. Welcome to Visitors / Public Comment on Agenda Items

### ANNOUNCEMENT OF MEETINGS

- Work Session – Tuesday, February 19, 2008, 6:00 p.m.
- Regular Board Meeting – Monday, February 25, 2008 7:30 p.m.

### PRESENTATIONS

- *RBC Dain Rauscher*

### RECOGNITION

- *School Director Recognition Month*
- *Fall Sports Champions - Proclamation*

- V. Public Comment on Agenda Items

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**BOARD LIAISON REPORTS**

Board Liaison Reports/Additional Meeting Reports

- Personnel – Mr. Larkin/Mrs. McCready
- Curriculum – Mrs. Sakmann/Mrs. Barnett
- Finance – Mr. Larkin/Mr. Fitzgerald/Mr. Portner
- Facilities – Mrs. McCready
- Technology – Mr. Fitzgerald/Mr. Hinsey
- Policy – Mrs. Barnett/Mr. Portner
- Berks Career & Technology Center – Mr. Snyder/Mr. Larkin
- Berks County Intermediate Unit – Mr. Hinsey
- Earned Income Tax – Mrs. Barnett/Mrs. McCready
- Legislative/PSBA – Mr. Fitzgerald
- Wyomissing Area Education Foundation – Mrs. Sakmann
- Joint Boroughs/District – Mr. Snyder//Mr. Hinsey

**MINUTES**

- I. Approve Board Meeting Minutes -
  - November 12, 2007 Work Session
  - November 19, 2007 Board Meeting
  - December 3, 2007 Reorganization Meeting

**PERSONNEL**

January 2008 Personnel Report (Report attached.)

**BOARD MOTION**

*Move that the Board of School Directors approve the Personnel Report for January 2008.*

**CURRICULUM**

**FINANCE/BUSINESS OFFICE**

- I. Approve Financial Reports–November and December 2007 that are included in the official minute book and provided to Board members.
- II. Approve payment of properly approved vendor invoices for the General Fund, Athletic Fund, Food Service Fund, and the 2003 G.O. Bond.
- III. Accept the anonymous donation for \$480,000.

*Background information – money to be used for capital improvements.*

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- IV. Authorize the transfer of \$480,000 from the General Fund to the Capital Reserve Fund for the use of capital improvements.
- V. Approve the Berks County Joint Purchasing Agreement as presented.
- VI. Approve response to the auditor general report for the years ending June 30, 2003 and 2004 as presented.
- VII. Approve the request to close the Senior Class of 2007 Activity Account.

*Background information – the account has a balance of \$29.27 which will be transferred to the Junior Senior High School Student Body Account in accordance with board policy 618.*

- VIII. Approve the contract with Wilson School District in the amount of \$108,322.46.

*Background information – this contract is a renewal of a contract from last year for three students to attend special education classes in the Wilson School District. These services cannot be provided by the District.*

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

*Background information – The District has entered into a Board contract for the collection of delinquent real estate taxes with BMF Law Group. The total amount of 2007 delinquent real estate taxes is \$381,671.58.*

- X. Approve admission of one kindergarten tuition student effective for the 2008-09 school year at one-half of the tuition cost in accordance with Policy 202 (tuition children of full-time professional employees).
- XI. Approve one-year contract with Transamerica Insurance for part-time employees and substitutes.

**BOARD MOTION**

*Move that the Board of School Directors approve the Finance/Business Office items.*

**FACILITIES**

**SCHOOL ACTIVITIES & ATHLETICS**

**TECHNOLOGY**

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**SUPERINTENDENT’S OFFICE**

- I. Approve Policies 2<sup>nd</sup> reading/adoption –  
008 – Organization Chart  
610 – Purchases Subject to Bid  
610.1 – Purchases Not Subject to Bid
  
- II. Approve Memo of Understanding with the Wyomissing and West Reading Police Departments.
  
- III. Approve homebound instruction for one secondary student, ID#203500, effective January 25, 2008, for a maximum of 5 hours per week, for a minimum of 5 weeks and a maximum of 8 weeks based upon verification of continued need.

**BOARD MOTION**

*Move that the Board of School Directors approve the Superintendent’s Office items.*

**ADMINISTRATIVE REPORTS**

- I. Treasurer’s Report

**OLD BUSINESS**

**NEW BUSINESS**

**PUBLIC PARTICIPATION**

- Recognition of Visitors  
*The Board welcomes comments on any school subject.  
Speakers are requested to identify themselves by name and address.*

**ADJOURNMENT**

**EXECUTIVE SESSION (IF NEEDED)**

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**PERSONNEL REPORT**

- I. Approve Administrative Resignations:
  - a. **Mark Dawson**, Director of Building and Grounds, effective February 13, 2008.
  - b. **Timothy Laubach**, Director of Technology, effective February 12, 2008.
- II. Approve Professional Staff Resignation – **Josephine Brunner**, Speech and Language Pathologist, effective March 14, 2008.
- III. Approve Support Staff Resignation – **Sylvia Kolesnik**, Custodian at the JSJS, effective January 22, 2008.
- IV. Approve Promotion from Professional Staff Assignment to Administrative Assignment – **Dr. Marcia L. Moyer**, IST Teacher/Reading Supervisor, to Supervisor of Reading, K-12, effective January 29, 2008, at an annual salary of \$79,100, prorated.

*Background Information: On December 3, 2007, the Board approved the Supervisor of Reading, K-12 position guide.*
- V. Approve FMLA -
  - a. **Craig Schwarz**, Copy Services Coordinator, family and medical leave of absence effective January 16, 2008 for a period of approximately two weeks.
  - b. **Edwin Zeltzer**, Van Driver, a family and medical leave of absence effective January 2, 2008, for a period of approximately twelve weeks.
  - c. **Joseph Ayala**, Custodian at West Reading Elementary Center, a family medical leave of absence effective February 13, 2008 for a period of approximately three weeks.
- VI. Approve FMLA/Child Bearing Leave/FMLA Request – **Melissa Devlin**, Secondary English Teacher at the JSJS, effective approximately May 5, 2008, and returning at the beginning of the 2008-09 school year.
- VII. Approve Support Staff Appointments:
  - a. **Casey Oberdorf**, part-time Special Education Instructional Aide at WHEC, 32.5 hours/week at \$9.18/hour, effective January 29, 2008, pending receipt of all necessary documents.
  - b. **Pamela Kaucher**, part-time Jr./Sr. High School Clerical Assistant, 32 hours/week at \$9.85/hour, effective February 4, 2008, pending receipt of all necessary documents.
  - c. **Jennifer Pors**, part-time Special Education Instructional Aide at WHEC, \$9.18/hour, effective January 29, 2008.

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- VIII. Ratify Substitute Rate for Study Hall Monitor Position – Any currently employed teacher or approved professional staff substitute may serve as a Study Hall Monitor substitute at the professional contracted hourly rate, currently \$31.00/hr. (*The Study Hall Monitor position was ratified by the Board on December 17, 2007.*)
- IX. Ratify Change of Effective Date – **Stacey Riegel**, full-time Special Education Instructional Aide, effective date change from December 18, 2007 to January 2, 2008.
- X. Ratify After-School Support Program Instructors at West Reading Elementary Center – The following instructors will provide a maximum of 2 hours per week (not to exceed 20 hours) of after-school instruction in reading or math effective January 15, 2008, at \$31.00/hour. Any currently employed teacher or approved professional staff substitute may serve as an after-school program substitute at the rate of \$31.00/hour.
- a. **Bridgette Rothermel** – 5<sup>th</sup> and 6<sup>th</sup> grade math
  - b. **Michele Hetrich** – 5<sup>th</sup> and 6<sup>th</sup> grade reading
- XI. Ratify Supplemental Activity Appointment – **Richard L. Tetley**, Senior High Drama Technical Co-Director, 8 points, \$644, effective the 2007-2008 school year, pending receipt of all necessary documents.
- XII. Approve Homebound Instructor – **Jennifer Weist**, Secondary Teacher, to provide homebound instruction for one secondary student ID#203500 for a maximum of 5 hours per week, for a minimum of 5 weeks and a maximum of 8 weeks based upon verification of continued need for instruction, effective January 25, 2008, at the professional contract rate of \$31.00 per hour.
- XIII. Approve Clarifications to Position Guide – Supervisor of Reading, K-12.
- XIV. Ratify Contract for **Dr. Pamela R. Pulkowski**, Assistant Superintendent, for a three-year term, effective November 20, 2007, at a starting salary of \$120,000, per the resolution presented at the November 19, 2007 Board meeting and is included as part of the contract.
- XV. Ratify Support Staff Unpaid Leave Requests –
- a. **Sheilah Nastro**, Crossing Guard at WREC, unpaid leave January 7-11, 2008.
  - b. **Susan Bennett**, part-time ESL Instructional Aide at WHEC, unpaid leave January 7-11, 2008.
  - c. **Lisa Lamp**, part-time Food Service Worker at the Jr./Sr. High School, effective January 15-18, 2008.
- XVI. Ratify Work Outside the Contract Year for curriculum council members for the period December 2006 to June 2007 at the professional contracted rate of \$30.50.
- XVII. Ratify Work Outside the Contract Year for curriculum council members for the period August 2007 to December 2007 at the professional contracted rate of \$31.00/hour.

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- XVIII. Approve hours for support staff aides to attend CPR and first-aid training – On February 15, 2008, the following support staff members will attend CPR and first-aid training for an amount not to exceed a maximum of 6 hours at their approved hourly rate:
- a. **Glenda Jarrett**, full-time Special Education Instructional Aide at WHEC
  - b. **Jennifer Kohler**, full-time Special Education Instructional Aide at WREC
  - c. **Kim Luigard**, full-time Special Education Instructional Aide at WREC
  - d. **Jennifer Wolfe**, full-time Special Education Instructional Aide at WREC
  - e. **Tracy Cantafio**, full-time Special Education Instructional Aide at WAHS
- XIX. Approve Supplemental Athletic List for Spring Sports 2007-08.
- XX. Ratify/Approve Weight Room Supervisor Substitutes – the following staff members to be approved as Substitute Weight Room Supervisors:
- a. **Matthew Babiarz**, at \$13.00/hour, effective October 25, 2007.
  - b. **Walter Holt**, at \$13.00/hour, effective January 22, 2008.
  - c. **Ann Atkins**, at her approved hourly rate, currently \$10.93/hour, with overtime pay as applicable, effective January 22, 2008.
- XXI. Ratify Addition to Substitute List – **Jennifer Allbee**, effective December 12, 2007.
- XXII. Approve additions/deletions to substitute list:
- XXIII. Approve additions to district volunteer list.