

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 21st 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
Kurt Althouse, Esq.
Jana R. Barnett, Esq.
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

Tuesday, May 27, 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

ANNOUNCEMENT OF MEETINGS

- Work Session – Monday, June 16, 2008, 6:00 p.m., Community Board Room
- Regular Board Meeting – Monday, June 23, 2008, 7:30 p.m., Community Board Room

PRESENTATIONS

RECOGNITION

- 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/Mr. Larkin
- Finance – Mr. Larkin/Mr. Fitzgerald/Mr. Portner
- Facilities – Mrs. McCready/Mr. Althouse
- Technology – Mr. Fitzgerald/Mr. Hinsey
- Policy – Mrs. Barnett/Mr. Portner
- Berks Career & Technology Center – Mr. Snyder/Mr. Portner
- 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 -
 - April 21, 2008 Work Session
 - April 28, 2008 Regular Board Meeting

BOARD MOTION

Move that the Board of School Directors approve the minutes as listed.

PERSONNEL

- I. Approve May 2008 Personnel Report (Report attached.)

BOARD MOTION

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

CURRICULUM

FINANCE/BUSINESS OFFICE

- I. Approval of Final General Fund Budget for 2008-2009.

The Proposed Final General Fund Budget for the following expenditures is recommended for approval:

1000 Instruction	\$14,751,685
2000 Supporting Services	9,299,679
3000 Operation of Non-Instructional Services	264,693
4000 Facilities, Acquisition & Construction	-0-
<u>5000 Financing Uses</u>	<u>4,458,961</u>
TOTAL GENERAL BUDGET EXPENSES	\$28,775,018

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and that the Board re-enact the following local taxes for the 2008-2009 school year:

1. Real Estate Tax 26.4125 Mills
2. Local Services Tax (to a maximum of) \$10.00
 - Wyomissing Borough \$5.00
 - West Reading Borough \$5.00
3. Earned Income Tax 1.0%
4. Business Privilege Tax (to a maximum of) 1.5 Mills
5. Per Capita Tax, Act 679 \$5.00
6. Per Capita Tax, Act 511 (to a maximum of) \$10.00
 - Wyomissing Borough \$5.00
 - West Reading Borough \$5.00
7. Real Estate Transfer Tax (to a maximum of) 1.0%
 - Wyomissing Borough5%
 - West Reading Borough5%

The budget includes all staff positions and salaries, and requires a 1.2425 mill tax increase.

- II. Approve Financial Reports–April 2008 that are included in the official minute book and provided to Board members.
- III. Approve payment of properly approved vendor invoices for the General Fund, Athletic Fund, Food Service Fund, and the 2003 G.O. Bond.
- IV. Approve increase to student lunch prices for the 2008-09 school year – Elementary \$.15 and Secondary \$.20/\$.20.

Background Information: The current elementary lunch rate is \$1.85 and the secondary lunch rate is \$2.20/2.70. The increase in the lunch rate is needed because of the rise in food costs.

- V. Award the following BCIU Joint Purchasing Bids for the 2008-09 school year:

Art Supplies	\$6,340.55
Medical & Nursing Supplies	\$2,677.95
Copy Paper	\$5,549.70
Classroom/Office Supplies	\$15,317.16

- VI. Approve Homestead/Farmstead Exclusion Resolution

Background Information: PDE certified an amount of \$484,916.77 that is to be used for property tax reduction purposes for 2008-09. This amount will be allocated to each approved homestead. The assessed value reduction that must appear on each tax notice as a homestead exclusion for each approved homestead is \$6,236. The real estate tax reduction amount applicable to each approved homestead is \$164.71.

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- VII. Award Bids for Nurse's Suite.

Background Information: The bid opening is scheduled for Friday, May 23, at 1:30 p.m. a summary will be provided at the Board meeting on Tuesday, May 27, 2008.

- VIII. Approve Addendum to Austill's Rehabilitation Services, Inc., Agreement.

Background Information: This approval will allow the contract for therapy services to extend through June 30, 2010 which will maintain the current hourly rate of \$57. Austill's Rehabilitation Services, Inc., has provided therapy services to the district since 1997.

- IX. Approve Submission of 2007 Delinquent Per Capita tax in the amount of \$8,338 to Statewide Tax Recovery.

- X. Approve BCIU Agreement Rates for 2008-09 programs and services – Early Intervention, Special Education, Alternative Education and Emotional Support.

- XI. Approve Anonymous Donation of \$300 to be used towards Shaner Meet food service costs.

- XII. Appoint Lawrence Fitzgerald to serve as School Board Treasurer for the term July 1, 2008 to June 30, 2009 with no wage payments.

- XIII. Approve Tuition Rates for 2007-08 - \$9,604.31 elementary, \$10,661.07 secondary.

Background information: The tuition charge(s) for the fiscal year ending June 30, 2007, are based on the school's annual financial report and child accounting attendance reports submitted by the chief school administrator of the school district for the preceding school year which ended June 30, 2006. This charge(s) has been calculated in accordance with the provisions of Section 2561 of the PA Public School Code of 1949, as amended.

- XIV. Approve Kozloff Stoudt Professional Corporation, with Brian F. Boland, Esq., for legal representation and school solicitor for the 2008-09 school year, as per the terms of the engagement letter as follows: There will be no retainer. Billing services based on the shareholders of the firm at \$140.00 per hour, associates at \$110.00 per hour, and paralegals at \$85.00 per hour, effective July 1, 2008, through June 30, 2009.

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. Adoption of Revised Policies –
Policy 601 – Objectives
Policy 602 – Budget Planning
Policy 606 – Tax Collection
- II. Approve Submission of Special Education Strategic Plan to PDE.
- III. Ratify homebound instruction for one elementary student,
ID#, 202844 effective April 28, 2008, for a maximum of 5 hours per week, for a minimum
of three 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 (Information Item)

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)

PERSONNEL REPORT

- I. Approve Professional Staff Retirement – **Amy L. Beadle**, Secondary Science Teacher at the JSHS, effective June 11, 2008.
- II. Approve Administrator Resignation – **Sheila G. Simyak**, Elementary Principal at Wyomissing Hills Elementary Center, effective June 30, 2008.
- III. Approve Professional Staff Resignation – **Elizabeth T. Kirchner**, Secondary Science Teacher at the JSHS, effective June 11, 2008.
- IV. Ratify Support Staff Resignation – **Marcia Gruver, Jr./Sr.** High School Guidance Department Secretary, effective May 14, 2008.
- V. Approve Administrator Appointment – **Craig L. Fries**, Director of Buildings and Grounds, effective July 7, 2008, at \$77,000 per year, prorated, pending receipt of all necessary documents.

Background Information: Mr. Fries graduated from Pennsylvania State University with a Bachelor of Science in Civil Engineering and an A.S. in Mechanical/Electrical Design. Mr. Fries has over 30 years experience in project management and facilities. Since July 2004 he has been employed by the Berks Career and Technology Center as the Director of Facilities and Grounds

- VI. Approve Professional Appointments
 - a. **Robert P. Cushman**, Secondary Science Teacher at the JSHS, based on M, Step 1, \$41,650, effective the 2008-09 school year, pending receipt of all necessary documents.

Background Information: Robert P. Cushman earned his Masters of Education in Curriculum and Instruction (Special Education Option) from Pennsylvania State University in December 2007 and his Bachelor of Science in Biology in August 2005. He was a per diem substitute at Spring-Ford High School from March – June 2008 and prior to that a per-diem substitute with the Pottsgrove and Spring-Ford School Districts. His student teaching experience was completed at Keith Junior High School, Altoona, PA. Mr. Cushman will replace Maureen Nolan.

- b. **Daniel S. Melot**, Secondary Science Teacher at the JSHS, based on B, Step 1, \$38,750, effective the 2008-09 school year, pending receipt of all necessary documents.

Background Information: Daniel S. Melot will graduate from Shippensburg University with a Bachelor of Science degree in Biology with certification in Biology Education and General Science Education, grades 7-12, and Environmental Science Education, grades K-12, in May 2008. He completed his student teaching experience at Greencastle-Antrim School District, Tayamentasachta Environmental Center and at Chambersburg Area Senior High School in the Chambersburg Area School District. Mr. Melot will replace Elizabeth Kirchner.

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VII. Ratify/Approve FMLA:

- a. **Barbara Brehony**, Elementary Secretary at WHEC, a family and medical leave of absence effective April 28-May 2 and May 15, 2008, with an anticipated return of one to two weeks.
- b. **John Clauss**, Instructional Technology Specialist at the JSHS, a family and medical leave of absence effective April 11 - 17, 2008.
- c. **Benito Diaz**, Custodian at the JSHS, a family and medical leave of absence effective May 19, 2008 until approximately June 3, 2008.
- d. **Mark Flannery**, Secondary Teacher at the JSHS, a family and medical leave of absence effective May 19, 2008 – May 27, 2008.
- e. **Barbara Lofgren**, Elementary Teacher at WREC, a family and medical leave of absence effective April 30 - June 11, 2008.
- f. **Barry Matz**, Custodian/Inventory Specialist, a family and medical leave of absence effective May 5 - 16, 2008.
- g. **Jamie Whye**, Principal at WREC, a family and medical leave of absence effective June 26, 2008 for approximately 6 weeks.

VIII. Approve FMLA/Child Rearing Leaves:

- a. **Jessica Lengle**, Special Education Teacher at WHEC, a family and medical leave of absence and child rearing leave effective on or about October 24, 2008 and returning the start of the 2009-10 school year.
- b. **Lindsay Rada**, Secondary Teacher at the JSHS, a family medical leave of absence and child rearing leave effective on or about September 18, 2008 and returning the start of the 2009-10 school year.

IX. Ratify Effective Date for FMLA/Child Rearing Leave – **Melissa Devlin**, Secondary English Teacher, began her leave on April 22, 2008.

Background Information: On January 28, 2008, the School Board approved the leave request for Ms. Devlin to be effective on or about May 5, 2008.

X. Approve Change in Part-Time Energy Educator/Manager Stipend – **Chris Nugent**, at an annual stipend of \$21,013 for the 2008-09 fiscal year. *This stipend is the result of energy saving measures guaranteed by Energy Education.*

Background information: A stipend in the amount of \$20,500 was approved at the April 28, 2008 Board meeting.

XI. Ratify Homebound Instructors – **Dorothy Brandt**, elementary teacher at WHEC, and **Amanda Johnson**, elementary teacher at WHEC, to provide homebound instruction for one elementary student ID#202844 for a maximum combined total of 5 hours per week, for a minimum of 3 weeks and based upon verification of continued need for instruction, effective April 28, 2008, at the professional contract rate of \$31.00 per hour.

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- XII. Ratify Support Staff Training Outside Contracted Year – **Lauren Yelinek**, full-time Special Education Instructional Aide at WHEC, VB training, April 18, 2008, 6 hours at her approved hourly rate.
- XIII. Ratify Support Teacher – **Erin Tyrrell**, support teacher to Jo Ellen Cobb, Elementary Teacher at WHEC, for the 2007-08 school year, with a \$500.00 stipend.
- XIV. Ratify/Approve Support Staff Unpaid Leave Requests:
- a. **Susan Bennett**, part-time ESL Instructional Aide at WHEC, unpaid leave May 21-23, 2008.
 - b. **Cheryl Davis**, Part-time Teacher’s Instructional Aide at WHEC, unpaid leave November 10 - 14, 2008.
 - c. **Lisa Schlappich**, part-time Special Education Secretary, unpaid leave April 4-18, 2008.
- XV. Approve Department Chair Resignation – **John Yoder**, Science Department Chair, effective June 30, 2008.
- XVI. Approve Supplemental Activity Advisor Resignations effective the end of the 2007-08 school year:
- a. **Corinne Fecho Yanes**, Co-Advisor, Debate Club
 - b. **Marsha Long**, Co-Advisor, Cultural Club
 - c. **Jennifer Pors, Jr.** High Drama Director
 - d. **Maureen Nolan**, Quiz Bowl Co-Advisor
 - e. **Kim Tetley, Jr.** High Drama Producer
- XVII. Ratify Supplemental Activity Co-Advisors for the Homework Club at WREC for the 2007-08 school year, 19 points, \$1,530 shared as follows:
- a. **Mary Hedbavny** - \$127.50
 - b. **Erika Homan** - \$127.50
 - c. **Jennifer Wolfe** - \$382.50
 - d. **Diana Swavely** - \$892.50
- XVIII. Approve Proposed Work for Summer 2008 at the approved professional contract rate or support staff hourly rate. (List is included as part of the Board packet.)
- Background Information: These are the tasks that teachers or support staff typically accomplish during the summer at an administrator’s request.*
- XIX. Approve additions/deletions to substitute list.
- XX. Approve additions to district volunteer list.

**Wyomissing Area School District
Addendum to Agenda**

May 27, 2008 Board Meeting

PERSONNEL

- III. Approve Professional Staff Resignation – Martha M. Lobaugh, Elementary Music Teacher, effective June 11, 2008.

- VI. Approve Professional Appointment Date for Robert P. Cushman and Daniel S. Melot, Secondary Science Teachers, effective August 12, 2008.

- XVI. Approve Supplemental Activity Advisor Resignation – Martha M. Lobaugh, West Reading Elementary Center Handbell Choir Advisor, effective the end of the 2007-08 school year.

FINANCE/BUSINESS OFFICE

- VII. Award the following bids for the Nurse's Suite:

General Construction – Purcell Construction Company - \$58,700

Plumbing Construction – Vision Mechanical, Inc. - \$16,877

HVAC Construction – Spotts Brothers, Inc. - \$30,800

Electrical Construction – High Peak Electrical, Inc. - \$22,100

Background Information: This bid opening took place on Friday, May 23 at 1:30 PM. These bids have been reviewed by the architect to make sure all of the bidding requirements were met. With the awarding of these bids, the architect will issue Intent to Award Letters to each of the successful bidders. Construction is set to begin June 16.