

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

Mr. John A. Larkin, President
Mrs. Lynn T. Sakmann, 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
Daniel K. Snyder, Esq.

Non Members

Mrs. Corinne D. Mason, Board Secretary
Dr. Pamela R. Pulkowski, Assistant Superintendent

Ex Officio Member

Dr. Helen H. Larson, Superintendent

SCHOOL BOARD WORK SESSION

Monday, August 18, 2008 – 6:00 P.M.
Community Board Room

OPENING

- I. Call to Order – Mr. John A. Larkin, Board President, Presiding
- II. Pledge of Allegiance to the Flag
- III. Roll Call
- IV. Welcome to Visitors

ANNOUNCEMENT OF MEETINGS

- Board Meeting – Tuesday, August 19, 2008, 5:30 p.m., Board Vacancy Interviews
- Regular Board Meeting – Monday, August 25, 2008, 7:30 p.m., Community Board Room, JSHS

PRESENTATIONS

- V. Public Comment on Agenda Items

**August 18, 2008 Board Work Session
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BOARD ACTION

BOARD LIAISON REPORTS

Information Item
8/18/2008

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. Althouse/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. Hinsey

MINUTES

- | | | |
|----|---|-----------------------------------|
| I. | Approve Board Meeting Minutes (included in August 25 packet) <ul style="list-style-type: none">▪ June 16, 2008 Work Session▪ June 23, 2008 Board Meeting▪ July 28, 2008 Regular Board Meeting | Board Motion
8/25/2008 Meeting |
|----|---|-----------------------------------|

PERSONNEL

- | | | |
|----|---|-----------------------------------|
| I. | Approve August 2008 Personnel Report (Report attached.) | Board Motion
8/18/2008 Meeting |
|----|---|-----------------------------------|

BOARD MOTION – August 18, 2008

Move that the Board of School Directors approve the August 18, 2008, personnel report included as part of this agenda.

CURRICULUM

FINANCE/BUSINESS OFFICE

- | | | |
|------|--|-----------------------------------|
| I. | Approve Financial Reports–July 2008 that are included in the official minute book and provided to Board members. | Board Motion
8/25/2008 Meeting |
| II. | Approve payment of properly approved vendor invoices for the General Fund, Athletic Fund, Food Service Fund, Capital Reserve Fund and Capital Projects Fund. | Board Motion
8/25/2008 Meeting |
| III. | Approve contract with Camp Conrad Weiser: Sixth grade camp in May 2009 in the amount of \$110 per student (student pays \$30 of the amount). | Board Motion
8/25/2008 Meeting |

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BOARD ACTION

- IV. Approve the retainer of John M. Stott, Esquire, as the Labor Counsel with regard to representation of the Board of Directors in negotiations and related labor matters. Board Motion
8/25/2008 Meeting
- V. Approve school bus driver list for 2008-09 with the provision that additional names may be added or deleted at the discretion of the administration. Board Motion
8/25/2008 Meeting

Background information: The contract between the Wyomissing Area School District and Gross School Bus Service, Inc., provides that the contractor submit a list of bus drivers to be used that contract year for board approval.

- VI. Approve the transportation schedules for 2008-09. Board Motion
8/25/2008 Meeting
- VII. Approve amending the 2008-09 Budget as follows due to changes in funding from the state as a result of their final budget adoption: Board Motion
8/25/2008 Meeting

Revenue		Expense	
7110 Basic Ed Funding	\$802	2310-610 Board Supplies	\$802
7141 Charter School Reimb	51,100	2310-610 Board Supplies	12,198
7271 Special Ed Subsidy	(7,432)	2700-752 Trans. Equip	23,000
7501 Accountability Grant	<u>(1,067)</u>	2500-348 Bus Off Tech Svc	<u>7,403</u>
	\$43,403		\$43,403

- VIII. Authorize the administration to accept bids for a nine passenger van for the purposes of transporting students. Board Motion
8/25/2008 Meeting
- IX. Approve the Tennis Court Use Agreement with the Borough of Wyomissing for the use of the six tennis courts located at the Stone House Borough Park. Board Motion
8/25/2008 Meeting

Background Information: This is a seven year agreement that allows the District to use all six of the tennis courts during the tennis season and for the School's tennis program. It also allows the Borough to bill the District for one-half the cost to repave the tennis courts that is required every five to seven years.

- X. Approve contract with NursElite Nursing Services for 2008/09. Board Motion
8/25/2008 Meeting
- Background Information – Ms. Garman reviewed this service with the Board at the June 16 work session. The contract has been reviewed by the solicitor.*

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BOARD ACTION

XI. Accept Donations -

Board Motion
8/25/2008 Meeting

Donation from Lance Atkins - \$1,000

Background information – This gift is to be used toward the purchase of a new top pad and weather cover for the pole vault pits.

Donation from Wyomissing Area Education Foundation - \$2,000

Background information – This gift is to be used to purchase whiteboards for classroom use as part of the Foundation's approved innovative educational agreement for the Education Improvement Tax Credit Program.

XII. Approve Tuition Contracts with Opportunities School - Tuition for two elementary students, ID203776 and 202900, at a cost of \$26,000 per student. Contract period is from September 2, 2008 to June 30, 2009. This is an increase per student of \$1,000 from 2007/08.

Board Motion
8/25/2008 Meeting

XIII. Approve Contract with Wilson School District – Extended School Year Services, effective June 24, 2008 through July 31, 2008, for a total of \$2,000 for one secondary student, ID #203770.

Board Motion
8/25/2008 Meeting

FACILITIES

SCHOOL ACTIVITIES & ATHLETICS

TECHNOLOGY

SUPERINTENDENT'S OFFICE

- I. First Reading of Policies –
Policy 619 – District Audit – Public
Policy 701 – Facilities Planning
Policy 702 – Gifts, Grants, Donations
Policy 703 – Sanitary Management

Board Motion
8/18/2008 Meeting

BOARD MOTION – August 18, 2008

Move that the Board of School Directors approve the above listed policies for a first reading.

- II. Adoption of Policies –
Policy 608 – Bank Accounts
Policy 612 – Purchases Not Budgeted
Policy 614 – Payroll Authorization
Policy 615 – Payroll Deductions

Board Motion
8/25/2008 Meeting

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BOARD ACTION

ADMINISTRATIVE REPORTS

I. Treasurer's Report

Information Item
8/25/2008 Meeting

OLD BUSINESS

I. Report by Solicitor –

Information Items
8/18/2008

- a. Act 1 and Local Government Unit Debt Act timelines for holding a referendum.
- b. Resolution of the order filed by the County of Berks, Board of Elections.

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 Administrative Appointment – **Aaron J. Roberts**, from Interim Elementary Principal at WHEC, at a salary of \$77,712, to Principal at WHEC, at a salary of \$84,000, pro-rated, effective August 19, 2008.

Background Information: Mr. Roberts holds a B.A. in History from Albright College, a Certificate in Elementary Education from Alvernia College, and a Master's degree in Educational Leadership from Wilkes University. Aaron worked as a counselor for youths and adults for six years at the Berks County Youth Center. His career in education includes five years experience teaching elementary classes in grades 1 and 5, serving as RACC Site Coordinator for the 21st Century Program, and serving as an Elementary School Instructional Supervisor for three years at the Reading School District. Since the spring of 2007, Aaron has worked as Assistant Principal at WHEC, most recently serving as Interim Principal. He is replacing Sheila Simyak.

- II. Approve Professional Resignations:

- a. **Nicole Ettaro**, Long-term Substitute Special Education Teacher at WHEC, effective August 7, 2008.

- III. Approve Support Staff Resignations

- a. **Tracy Cantafio**, Full-Time Special Education Instructional Aide at the JSHS, effective August 12, 2008.
- b. **Casey Oberdorf**, Part-time Special Education Instructional Aide at WHEC, effective August 8, 2008.
- c. **Edwin Zeltzer**, part-time Van Driver, effective August 7, 2008.
- d. **Marcy Wilkes**, Crossing Guard at WREC and part-time Cafeteria Monitor at WHEC, effective August 11, 2008.

- IV. Approve Professional Appointments:

- a. **Scott P. Angstadt**, Elementary Music Teacher, at B, Step 4, \$40,100, effective date to be determined, pending receipt of necessary documents.

Background Information: Mr. Angstadt graduated Cum Laude from West Chester University with a Bachelor in Music Performance (guitar major) and completed a Post-Baccalaureate Certification Program in 2004. He has taught in the Stroudsburg Area School District since 2005 and prior to that was a substitute teacher with the Muhlenberg School District. Scott is replacing Martha Lobaugh.

- b. **Melissa Craley**, LTS Elementary Teacher at WHEC, at B, Step 1, \$38,750, pro-rated, effective August 19, 2008 until the end of the first semester of the 2008-09 school year, pending receipt of necessary documents.

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Background Information: Ms. Craley graduated Cum Laude from Millersville University with a B.S. Ed. major Elementary Education. She completed her student teaching, working in 1st and 2nd grades, and has experience in gifted, life skills, and learning support classes. Melissa is filling in while Kendall Babiarz is on leave.

- c. **Kristy Martin**, Secondary Learning Support Teacher at the JSHS, at B, Step 2, \$39,750, effective August 19, 2008, pending receipt of necessary documents.

Background Information: Ms. Martin graduated Summa Cum Laude from Kutztown University with a B.S. Ed. dual major in Special Education and Elementary Education with a concentration in Mentally/Physically Handicapped. She completed her student teaching at the middle school level, and has one year experience working as a Learning Support Teacher at the elementary level. In addition, she served as a tutor for the America Reads program. Kristy is replacing Brianna Angove.

- d. **Eileen Slavinski**, Elementary Autistic Support Teacher at WHEC, at B, Step 2, \$39,750, effective August 19, 2008, pending receipt of necessary documents.

Background Information: Ms. Slavinski graduated Cum Laude from Kutztown University with a B.S. Ed. dual major in Special Education and Elementary Education with a concentration in Mentally/Physically Handicapped. She completed her student teaching in both elementary and middle school learning support positions, and worked at WREC as a substitute during the 2007-08 school year. Eileen is replacing Jade Sedoti.

- V. Approve CFF Technology Integration Coach position for the 2008-09 school year.

Background Information: This position is partially funded through the CFF grant received by the District. The balance of salary and benefits is funded by the vacant Instructional Technologist's position.

- VI. Approve CFF Technology Integration Coach position guide. (A copy is included as part of the Board packet.)
- VII. Approve Professional Staff Transfer – **Keith Arnold**, grade 6 Teacher at WREC, to CFF Technology Integration Coach, with no change in salary, effective the 2008-09 school year.
- VIII. Approve Department Chairs for the 2008-09 School Year at a stipend of \$1,750.00 as follows:

- a. **Matthew Babiarz**, Health & Physical Education
- b. **Crisanne Bansner**, Mathematics
- c. **James Comerford**, English
- d. **Maria Gernert**, World Language
- e. **Melissa Kreps**, Guidance
- f. **Sharon Luyben**, Music
- g. **Jennifer Mangold**, Social Studies
- h. **Curtis Minich**, Technology
- i. **Jennifer Bowe**, Art

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j. **Andrew Hoffert**, Special Education

IX. Approve Support Teachers for the 2008-09 School Year as follows:

<u>Support Teacher</u>	<u>Inductee</u>	<u>Assignment</u>	<u>Stipend</u>
Todd Zechman (1/2)	Kristy Martin	Sec. Learning Sup. Tchr.	\$250.00
Andy Hoffert (1/2)	Kristy Martin	Sec. Learning Sup. Tchr.	\$250.00
Dawn Main	Scott Angstadt	Elementary Music Tchr.	\$500.00
Sue Larkin	Melissa Craley	LTS Elementary Tchr.	\$250.00
<i>(first semester only)</i>			
Amy Lutz	Eileen Slavinski	Spec. Ed. Tchr. (Autistic Sup.)	\$500.00

Background Information: Ms. Lutz was appointed support teacher for Leigh Macri (Baran) at the July 28, 2008 Board meeting. Ms. Macri will not need a support teacher as she will be completing the Induction II program.

X. Approve Additional Support Staff Positions – Two Full-time Special Education Instructional Aides at WHEC, 7 hrs./day, 180 days/yr., at the approved rate range of \$10.20/hr. - \$14.28/hr., effective the 2008-09 school year.

Note: Positions are essential to meet IEP requirements.

XI. Approve Support Staff Appointments:

a. **Gary J. Booz**, part-time Food Service Worker, 6.25 hrs./day, \$11.80/hr., effective September 2, 2008, pending receipt of necessary documents.

Note: Mr. Booz is replacing Cheryl Lotz.

b. **Arthur Tod Rickenbrode**, part-time Van Driver, \$10.35/hr., effective August 19, 2008.

Note: Mr. Rickenbrode is replacing Edwin Zeltzer.

c. **Rebecca Sibbett**, part-time Special Education Instructional Aide at WREC, 6.5 hrs./day, \$11.63/hr., effective August 21, 2008, pending receipt of necessary documents.

Note: Ms. Sibbett is replacing Casey Oberdorf, and this position will change location from WHEC to WREC.

XII. Approve Support Staff Change in Assignment – **Meredith Groff**, from part-time Teacher's Instructional Aide at WHEC, \$9.88/hr., 6.25 hrs./day, to full-time Teacher's Instructional Aide at WREC, \$9.88/hr., 7 hrs./day, effective August 25, 2008. (Meredith is replacing Julia DeVos.)

XIII. Approve DISC Substitute System Backup Coordinator – **Carol Matz**, for the 2008-09 school year, effective August 19, 2008, with a stipend of \$5,000, pending receipt of necessary documents.

Background Information: This is a renewal of a stipend (at the same amount) that was Board approved for the 2007-08 school year. Carol is replacing Meghan Haas.

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- XIV. Approve Change in Support Staff Position - Job Coach position, 10 month, part-time support staff position, 6.5 hrs./day, 180 days/yr., to 10 month, full-time support staff position, 7.0 hrs./day, 180 days/yr., effective the 2008-09 school year.

Background Information: This position, partially funded through Pennsylvania ACCESS, was approved by the Board as part-time on July 28, 2008. The estimated cost savings to the District will be \$10,000. Benefits for this position are funded through Transition House.

- XV. Approve Revised Job Coach position guide. (A copy is included as part of the Board packet.)
- XVI. Approve Clarifications to Confidential Support Staff Handbook as follows:
- a. Confidential support staff members may accumulate up to 30 days of earned vacation in addition to the days advanced each July 1 for the upcoming year.
 - b. Confidential support staff members have the option to waive up to three (3) unused vacation days, from the prior fiscal year and be reimbursed at the per diem rate for those days as of July 1 of that year.
- XVII. Approve Amended Support Staff Salaries for the 2008-09 school year effective July 1, 2008, as follows:
- a. **Charmaine Beck**, Business Office Secretary, Transportation, from \$13.47/hr. to \$13.71/hr.
 - b. **Claudia Walters**, Secretary to the Director of Buildings and Grounds and the Director of Technology, from \$15.10/hr. to \$15.37/hr.
 - c. **Lauren Yelinek**, full-time Special Education Instructional Aide at WHEC, from \$10.72/hr. to \$12.12/hr.
 - d. **Betty Youndt**, Secretary to the JSHS Principal, from \$20.12/hr. to \$20.38/hr.

Background Information: These adjustments are within the budgeted amount for support staff compensation.

- XVIII. Ratify Work Outside the Contracted Year 2007-08, completed by June 30, 2008, at the professional contracted rate of \$31.00/hr.
- XIX. Approve Support Staff Clerical Assistance Hours – **Pamela Kaucher**, a maximum of 10.5 hours for the week of August 18-22, 2008, at her regular hourly rate of \$10.44. (These hours are needed to assist with the opening of school preparations and Mrs. Tice's intermittent leave.)
- XX. Ratify the following list of Van Drivers for payment at their regular hourly rate for a maximum of 32.5 summer hours between June 17, 2008 and August 22, 2008 for transporting students attending the summer programs:

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- a. **Otto Esenwein**
- b. **Dominic Pezzino**
- c. **Arthur Tod Rickenbrode**
- d. **Robert Sanders**
- e. **Karl Schneiderhan**
- f. **Robert Troxel**

XXI. Ratify the following list of Van Drivers for payment at their regular hourly rate for attending the August 6, 2008, transportation in-service and for cleaning and preparing vans for the 2008-09 school year:

- a. **Otto Esenwein**, 3 hours
- b. **Dominic Pezzino**, 3 hours
- c. **Arthur Tod Rickenbrode**, 3 hours
- d. **Robert Sanders**, 3 hours
- e. **Karl Schneiderhan**, 3 hours
- f. **Robert Troxel**, 15 hours

XXII. Approve Supplemental Activities Rate Changes as follows:

- a. **Kim Lally**, Sr. Class Advisor, 11 points, \$845.00, change to 11 points, \$877.00, effective the 2008-09 school year.
- b. **Jennifer Bowe**, School Spirit Co-Coordinator, 9 points, \$725.00, change to 9 points, \$752.00, effective for the 2008-09 school year.

XXIII. Approve Supplemental Athletic Resignation – **Courtney Eisenhofer**, JH 2nd Assistant Girls' Volleyball Coach, effective August 8, 2008.

XXIV. Approve Supplemental Activities Appointments:

- a. **Emily Toigo**, Jr. High Drama Producer, 6 points, \$501.00, effective the 2008-09 school year, pending receipt of necessary documents.
- b. **Mary Pearsall**, Wyo Quiz Bowl Co-Advisor, 7.5 points, \$626.00, effective the 2008-09 school year.

XXV. Approve Change in Substitute Rates to meet PA state minimum wage as follows:

- a. Cafeteria Monitor from \$7.10/hr. to \$7.15/hr., effective July 1, 2008.
- b. Assistant to Copy Services Coordinator from \$7.10/hr. to \$7.15/hr., effective July 1, 2008.

XXVI. Approve additions/deletions to substitute list.

XXVII. Approve additions to district volunteer list.

Wyomissing Area School District
Addendum to Agenda
August 18, 2008 Board Meeting

PERSONNEL

- XXVIII. Approve Support Staff Resignation - **Andrea Kupiszewski**, full-time Teacher's Instructional Aide at WREC, effective August 18, 2008.
- XXIX. Approve Professional Appointment – **Andrea Kupiszewski**, Long-term Substitute Elementary Teacher at WREC, based on B, Step 2, \$39,750, effective August 19, 2008 for the 2008-09 school year.
- Background Information: Ms. Kupiszewski holds a B.S. in Elementary Education from Lock Haven University. She taught Kindergarten for one and a half years at Circle of Learning and served as a Classroom Aide at Kinder Haus Day Care. She has worked at WASD as a Math Instructional Aide since August, 2007. Andrea is replacing Keith Arnold who has been appointed Technology Integration Coach for the 2008-09 school year.*
- XXX. Approve Confidential Support Staff Position Guide – Senior Accountant. (*A copy is included as part of the Board packet.*)
- XXXI. Change in Support Staff Position - from Staff Accountant, salary range \$31,515 - \$44,117, to Confidential Support Staff Senior Accountant, salary range \$38,766.00 - \$54,288.00, effective August 19, 2008.
- XXXII. Approve Support Staff Appointments:
- a. **Jill Kuhn**, full-time Teacher's Instructional Aide (Math) at WREC, 7 hrs./day, \$11.63/hr., effective August 25, 2008, pending receipt of necessary documents.
Note: Ms. Kuhn is replacing Andrea Kupiszewski.
- XII. Approve Confidential Support Staff Appointment - **Catherine McGowan**, Senior Accountant, at a salary of \$47,320.00, effective August 19, 2008, pending receipt of necessary documents.
- Background information: Ms. McGowan graduated Magna Cum Laude from Drexel University with a B.S. in Business Administration. She is a PA Certified Public Accountant, and is a member of the American Institute of Public Accountants and the PA Institute of Certified Public Accountants. Her experience includes working in private sector accounting positions since 1993, most recently working with the Beard Miller Company as Senior Accountant. Ms. McGowan is replacing Jean Hentz.*
- XIII. Approve Changes in Position Classification from Support Staff to Confidential Support Staff at no change in salaries:
- a. Technology Services Coordinator

- b. Network/Communications Specialist
- c. Apple/Web Support Specialist

~~XIV. Approve Corrections to Supplemental Activities Appointments:~~

- ~~a. **Corinne Fecho Yanes**, Model UN Club Co-Advisor, 12 points, \$1,002 to 19.75 points, \$1,649, effective the 2008-09 school year.~~
- ~~b. **William Dramby**, Model UN Club Co-Advisor, 11 points, \$919 to 18.25 points, \$1,524, effective the 2008-09 school year.~~

~~*Background information: The supplemental adjustments in points for the Model UN Club Advisors were Board approved on September 24, 2007.*~~

- XV. Approve Addition to Substitute List for Teacher Instructional Aides – **Donna Bottiglieri**, effective August 19, 2008.