

# 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

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

### Non Members

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

### Ex Officio Member

Dr. Helen H. Larson, Superintendent

## **SCHOOL BOARD MEETING**

Monday, August 25, 2008 – 7:30 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**

- Work Session – Monday, September 15, 2008, 6:00 p.m., Community Board Room
- Regular Board Meeting – Monday, September 22, 2008, 7:30 p.m., High School Auditorium

### **RECOGNITION**

- Mrs. Lauri Coffey, Wyomissing Area Education Foundation Executive Director
- Introduction of New Staff Members

### **PRESENTATIONS**

- Summer Work Team Reports
  - Data Team
  - Best Practice
  - Curriculum Mapping
  - K-6 Literacy
  - 4-6 Science
- AYP/PSSA Results

**August 25, 2008 Board Meeting  
Agenda – Page 2**

V. Public Comment on Agenda Items

**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. 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 –
  - June 16, 2008 Work Session
  - June 23, 2008 Board Meeting
  - July 28, 2008 Regular Board Meeting

**PERSONNEL**

- I. Approve August 25, 2008 Personnel Report (Report attached.)

**BOARD MOTION**

*Move that the Board of School Directors approve the Personnel Report for August 25, 2008.*

**CURRICULUM**

**FINANCE/BUSINESS OFFICE**

- I. Approve Financial Reports–July 2008 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, Capital Reserve Fund and Capital Projects Fund.
- 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).
- 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.

**August 25, 2008 Board Meeting  
Agenda – Page 3**

- 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.

*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.

- 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:

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>
	<b>\$43,403</b>		<b>\$43,403</b>

- VIII. Authorize the administration to accept bids for a nine passenger van for the purposes of transporting students.

- 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.

*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.

*Background Information – Ms. Garman reviewed this service with the Board at the June 16 work session. The contract has been reviewed by the solicitor.*

- XI. Accept Donations -

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.*

**August 25, 2008 Board Meeting  
Agenda – Page 4**

- 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.
- 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.
- XIV. Approve the donation of 79 Apple Computers to Olivet, daycares, nursery school and pre-school programs within the District’s boundaries and other organizations as identified throughout the school year.

*Background information – Mr. Gall reviewed this with the Board at the August 18, 2008 Work Session. It is not required by Board policy for approval, but because of the significant number of computers we wanted to have it on record.*

- XV. Approval of transportation contract for the 2008-09 school year with Western Pennsylvania School for the Deaf at a cost of \$6,200 per child.

*Background Information – This contract is for one child who is transported by Western Pennsylvania School for the Deaf from their office in Camp Hill to Pittsburgh at the beginning of the week and then back to the office in Camp Hill at the end of the week.*

- XVI. Approve the grant award for the Highmark Foundation Grant in the amount of \$6,736. This award will amend the 2008-09 budget as follows:

Revenue:	Expense:
6999 – Miscellaneous Revenue \$6,736	1100-610 Health/Phys Ed \$6,736

*Background Information – For the second consecutive year, a grant has been received from The Highmark Foundation as part of their Healthy High 5 School Grant Program. This year Mr. Babiarz submitted a grant proposal and the District received a \$6,736 for the purchase of 25 Polar heart rate monitors. They are top of the line pieces of equipment that will be used within the physical education program. They monitor student heart rates, and wirelessly download heart rate information into a software program for feedback and reports. They are a terrific way to encourage students to engage in high levels of moderate to vigorous physical activity that can contribute to better health and fitness.*

**BOARD MOTION**

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

**FACILITIES**

**SCHOOL ACTIVITIES & ATHLETICS**

**TECHNOLOGY**

**August 25, 2008 Board Meeting  
Agenda – Page 5**

**SUPERINTENDENT’S OFFICE**

- I. Approve Adoption of Policies –
  - Policy 608 – Bank Accounts
  - Policy 612 – Purchases Not Budgeted
  - Policy 614 – Payroll Authorization
  - Policy 615 – Payroll Deductions
  - Policy 619 – District Audit – Public
  - Policy 701 – Facilities Planning
  - Policy 702 – Gifts, Grants, Donations
  - Policy 703 – Sanitary Management

**BOARD MOTION**

*Move that the Board of School Directors approve the adoption of the policies as noted on the Superintendent’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)**

**PERSONNEL REPORT**

I. Approve Change in Support Staff Hours – **Jean Cronrath**, part-time Crossing Guard from 4 hrs./day, \$12.15/hr., to a shared position with another employee at approximately fifty percent, total not to exceed the maximum of 4 hrs./day, effective August 25, 2008.

II. Approve Support Staff Appointments

a. **Ammon T. Heckler**, part-time Crossing Guard shared position at approximately fifty percent of a maximum of 4 hrs./day, \$12.15/hr., effective August 25, 2008.

*Background Information: Mr. Heckler will be sharing a crossing guard position with Jean Cronrath.*

b. **Michelle Geist**, full-time Special Education Instructional Aide at WHEC, 7 hrs./day, \$11.42/hr., effective date to be determined, pending receipt of necessary documents.

*Background Information: This position, necessary per IEP requirements, was Board approved on August 19, 2008.*

III. Approve Support Teacher for the 2008-09 School Year as follows:

<u>Support Teacher</u>	<u>Inductee</u>	<u>Assignment</u>	<u>Stipend</u>
Kelly Ferrandino	Andrea Kupiszewski	Grade 6 LTS	\$500.00

IV. Ratify additional summer hours for support staff:

a. **Barbara Brehony** for clerical assistance at WHEC effective July 31, 2008 for a maximum of 50 hours at her approved rate of \$11.62 /hr.

b. **Tetiana Sklepkovych**, for clerical assistance at WREC effective August 7, 2008, for a maximum of 9 hours at \$9.83/hr.

V. Approve Change in Hours for Proposed Work for Summer 2008 - **Tetiana Skleopkovich**, to conduct library inventory and maintenance, from 15 hours to a maximum of 18 hours.

*Background Information: The Proposed Work for Summer 2008 at the approved professional contract rate or support staff hourly rate was Board approved on May 27, 2008.*

VI. Approve Support Staff Unpaid Leave Request – **Karen Sichak**. Part-time Teacher's Instructional Aide at WHEC, unpaid leave September 1-5, 2008.

~~VII. Approve Confidential Support Staff Position Guides:-~~

~~a. Administrative Assistant to the Superintendent~~

~~b. Administrative Assistant to the Assistant Superintendent~~

**August 25, 2008 Board Meeting  
Agenda – Page 7**

- ~~e. Technology Services Coordinator~~
- ~~d. Network/Communications Manager~~
- ~~e. Senior Accountant~~
- ~~f. Administrative Assistant to the Director of Business Affairs~~
- ~~g. Administrative Assistant to the Director of Human Resources~~
- ~~h. Benefits Coordinator~~
- ~~i. Payroll Coordinator~~
- ~~j. Apple/Web Systems Specialist~~

- VIII. Approve Supplemental Activities Resignation – **Crisanne Bansner**, Sr. High Math Team Advisor, effective August 18, 2008.

Wyomissing Area School District  
**Addendum to Agenda**  
August 25, 2008 Board Meeting

**PERSONNEL**

II. Approve Support Staff Appointments:

- c. **Donna J. Bottiglieri**, Full-time Special Education Instructional Aide (Learning Support) at WHEC, 7 hrs./day, \$10.40/hr., effective August 26, 2008, pending receipt of necessary documents.

*Background Information: Ms. Bottiglieri is replacing Sharon Riegel.*

- d. **Rupa D. Patel**, Full-time Special Education Instructional Aide (Autistic Support) at WHEC, 7 hrs./day, \$11.83/hr., effective September 8, 2008, pending receipt of necessary documents.

*Background Information: This position, essential to IEP requirements, was Board approved on August 18, 2008.*

- e. **Lori A. Rohrbach**, Full-time Special Education Instructional Aide (Learning Support) at the JSHS, 7 hrs./day, \$11.63/hr., effective August 26, 2008, pending receipt of necessary documents.

*Background Information: Ms. Rohrbach is replacing Tracy Cantafio.*

- IX. Approve Support Staff Change in Assignment – **Karen Conklin**, from Full-Time Special Education Instructional Aide at the JSHS, 7 hrs./day, to Full-time Job Coach at the JSHS, 7 hrs./day, with no change in salary, effective August 25, 2008.

*Background Information: This position was approved by the Board on August 18, 2008.*