

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
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 WORK SESSION

Tuesday, January 22, 2008 – 6:00 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

- Regular Board Meeting – Monday, January 28, 2008 7:30 p.m.
- Work Session – Tuesday, February 19, 2008, 6:00 p.m.
- Regular Board Meeting – Monday, February 25, 2008 7:30 p.m.

PRESENTATIONS

- *Athletics Department – Fall Sports Wrap-Up*

RECOGNITION

- *Athletes will be recognized at the January 28 Board Meeting.*

- V. Public Comment on Agenda Items
- VI. Accept board member resignation.

BOARD MOTION

Move that the Board of School Directors accept the resignation of Mr. David M. Deem effective January 22, 2008.

**January 22, 2008 Board Work Session
Agenda – Page 2**

BOARD ACTION

BOARD LIAISON REPORTS

Information Item
1/22/08 Meeting

Board Liaison Reports/Additional Meeting Reports

- Personnel – Mr. Larkin/Mrs. McCready
- Curriculum – Mrs. Sakmann/Mrs. Barnett
- Finance – Mr. Larkin/Mr. Fitzgerald/Mr. Portner
- Facilities – Mr. Deem/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
 - Minutes of November 19, 2007 Work Session
 - Minutes of December 3, 2007 Reorganization Meeting
 - Minutes of December 17, 2007 Special Board Meeting
(Will be provided with January 28, 2008 packet.)

Board Motion
1/28/2008 Meeting

PERSONNEL

- I. Presentation on Transamerica Insurance option for part-time employees and substitutes – K. Garman

- II. Approve Substitute Van Drivers –
 - a. **Arthur Rickenbrode**, long-term substitute van driver, at \$9.46/hour, effective January 23, 2008, pending receipt of necessary documents. *(Mr. Rickenbrode will be a substitute for Edwin Zeltzer.)*
 - b. **Robert Sanders**, substitute van driver, at \$9.12/hour, effective January 23, 2008, pending receipt of necessary documents.
 - c. **Andrew Bry-Nildsen**, substitute van driver, at \$9.12/hour, effective January 23, 2008, pending receipt of necessary documents.

Information Item
1/22/2008 Meeting

Board Motion
1/22/2008 Meeting

BOARD MOTION

Move that the Board of School Directors approve the substitute van drivers as noted.

**January 22, 2008 Board Work Session
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BOARD ACTION

III. January 2008 Personnel Report (Report attached.)

Board Motion
1/28/2008 Meeting

CURRICULUM

FINANCE/BUSINESS OFFICE

I. Approve Adoption of the Preliminary General Fund Budget for 2008-2009.

Board Motion
1/22/2008 Meeting

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

1000 Instruction	\$14,616,285
2000 Supporting Services	9,712,633
3000 Operation of Non-Instructional Services	264,693
4000 Facilities, Acquisition & Construction	-0-
<u>5000 Financing Uses</u>	<u>4,558,961</u>
TOTAL GENERAL BUDGET EXPENSES	\$29,152,572

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

1. Real Estate Tax	27.26 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 Borough.....	.5%

The budget includes all staff positions and salaries, and requires a 2.09 mill tax increase.

BOARD MOTION

Move that the Board of School Directors adopt the preliminary general fund budget for 2008-2009.

**January 22, 2008 Board Work Session
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BOARD ACTION

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|-------|---|-----------------------------------|
| II. | Approve Financial Reports–November and December 2007 that are included in the official minute book and provided to Board members. | Board Motion
1/28/2008 Meeting |
| III. | Approve payment of properly approved vendor invoices for the General Fund, Athletic Fund, Food Service Fund, and the 2003 G.O. Bond. | Board Motion
1/28/2008 Meeting |
| IV. | Accept the anonymous donation for \$480,000.

<i>Background information – money to be used for capital improvements.</i> | Board Motion
1/28/2008 Meeting |
| V. | Authorize the transfer of \$480,000 from the General Fund to the Capital Reserve Fund for the use of capital improvements. | Board Motion
1/28/2008 Meeting |
| VI. | Approve the Berks County Joint Purchasing Agreement as presented. | Board Motion
1/28/2008 Meeting |
| VII. | Approve response to the auditor general report for the years ending June 30, 2003 and 2004 as presented. (January 28, 2008 enclosure) | Board Motion
1/28/2008 Meeting |
| VIII. | Approve the request to close the Senior Class of 2007 Activity Account.

<i>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.</i> | Board Motion
1/28/2008 Meeting |
| IX. | Approve the contract with Wilson School District in the amount of \$108,322.46.

<i>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.</i> | Board Motion
1/28/2008 Meeting |
| X. | Approve Submission of Delinquent Real Estate Taxes to BMF Law Group.

<i>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 \$392,447.34.</i> | Board Motion
1/28/2008 Meeting |

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BOARD ACTION

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| XI. 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). | Board Motion
1/28/2008 |
|---|---------------------------|

FACILITIES

SCHOOL ACTIVITIES & ATHLETICS

TECHNOLOGY

SUPERINTENDENT'S OFFICE

- | | |
|--|---------------------------------------|
| I. PTA "Welcome" booklet | Information Item
1/22/2008 Meeting |
| II. Approve Policies for a first reading –
008 – Organization Chart
610 – Purchases Subject to Bid
610.1 – Purchases Not Subject to Bid | Board Motion
1/22/2008 Meeting |

BOARD MOTION

Move that the Board of School Directors approve the first reading of policies 008, 610, and 610.1.

- | | |
|---|---------------------------------------|
| III. Approve Adoption of Policies (2 nd Reading)
005 – Organization
006 – Meetings
224 – Care of District Property
225 – Students and the Police | Board Motion
1/28/2008 Meeting |
| IV. Approve Wyomissing Area school calendar for 2008-2009. | Information Item
1/22/2008 Meeting |
| V. Approve Memo of Understanding with the Wyomissing and West Reading Police Departments. | Board Motion
1/28/2008 Meeting |

ADMINISTRATIVE REPORTS

- I. Treasurer's Report

BOARD ACTION

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 Administrative Resignations:
 - a. **Mark Dawson**, Director of Buildings and Grounds, effective February 13, 2008.
 - b. **Timothy Laubach**, Director of Technology, effective February 12, 2008.
- II. Approve Support Staff Resignation – **Sylvia Kolesnik**, Custodian at the JSBS, effective January 22, 2008.
- III. 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.
- IV. 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.
- V. Approve Provision of Transamerica Insurance option for part-time employees and substitutes.
- VI. Approve Support Staff Appointments:
 - a. **Megan Hannahoe**, full-time Special Education Instructional Aide at WHEC, 35 hours/week, at \$9.64/hour, effective January 29, 2008, pending receipt of all necessary documents.
 - b. **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.
- VII. 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.*)
- VIII. Ratify Change of Effective Date – **Stacey Riegel**, full-time Special Education Instructional Aide, effective date change from December 18, 2007 to January 2, 2008.

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- IX. 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** – 5th and 6th grade math
 - b. **Michele Hetrich** – 5th and 6th grade reading
- X. Ratify Supplemental Activity Appointment – **Richard L. Tetley**, Senior High Drama Technical Co-Director, 8 points, \$644, effective the 2007-2008 school year.
- XI. Ratify Support Staff Unpaid Leave Requests –
- a. **Sheilah Nestro**, 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.
- XII. 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. A list is included as part of the Board packet.
- XIII. 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. A list is included as part of the Board packet.
- XIV. 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
- XV. Approve Supplemental Athletic List for Spring Sports 2007-08.
- XVI. Ratify/Approve Weight Room Supervisor Substitutes – the following staff members to be approved as Substitute Weight Room Supervisors:
- a. **Matthew Babiarz** – at the professional contracted hourly rate, currently \$31.00/hour, effective October 25, 2007.
 - b. **Walter Holt** – at the professional contracted hourly rate, currently \$31.00/hour, effective January 22, 2008.

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- c. **Ann Atkins**, at her approved hourly rate, currently \$10.93/hour, with overtime pay as applicable, effective January 22, 2008.

- XVII. Ratify Addition to Substitute List – **Jennifer Allbee**, effective December 12, 2007.

- XVIII. Approve additions/deletions to substitute list:

- XIX. Approve additions to district volunteer list.

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Addendum to Agenda

January 22, 2008 Work Session

PERSONNEL

DELETION

Personnel item VI. a. (page 7 of agenda):

Megan Hannahoe, full-time Special Education Instructional Aide at WHEC, has declined the employment offer.

ADDITIONS

Approve Professional Staff Resignation – **Josephine Brunner**, Speech and Language Pathologist, effective March 14, 2008.

Approve Child Bearing Leave/FMLA Request – **Melissa Devlin**, Secondary English Teacher at the JSHS, effective approximately May 5, 2008, and returning at the beginning of the 2008-09 school year.

Approve FMLA Request - **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.

Ratify Support Staff Unpaid Leave Requests –**Lisa Lamp**, part-time Food Service Worker at the Jr./Sr. High School, effective January 15-18, 2008.

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.

Approve Clarifications to Position Guide – Supervisor of Reading, K-12.

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.

Superintendent's Report

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.