

WYOMISSING AREA SCHOOL DISTRICT 2008-3882

Minutes January 28, 2008

The regular meeting of the Board of School Directors convened at 7:30 p.m. in the Community Board Room of the Jr./Sr. High School with Mr. Snyder, Board President, presiding.

PLEDGE OF ALLEGIANCE

Following the pledge, the secretary called the roll of Board members.

Board Members Present:

Mrs. Barnett, Mr. Fitzgerald, Mr. Hinsey, Mrs. McCreedy, Mr. Larkin, Mr. Portner, Mrs. Sakmann, and Mr. Snyder.

Administrative Staff Present:

Dr. Larson, Dr. Pulkowski, Mrs. Mason, Mrs. Motze, Dr. Moyer, and Ms. Garman.

Attendees:

Mr. Brian Boland, Kozloff Stoudt, Diane Schaeffer, recording secretary. Audience sign-in sheet included as part of these official minutes.

WELCOME

President Snyder welcomed everyone and announced that an executive session was held on January 22, 2008, to discuss personnel issues and no action was taken. He also noted an executive session will be held after the board meeting to discuss personnel and no action will be taken.

AGENDA CHANGE

President Snyder noted a change to item IX. on page 3 of the agenda. The total amount of the 2007 delinquent real estate taxes should be changed to \$381,421.58.

MEETING ANNOUNCEMENTS

The next Board meeting dates were announced as February 19 for work session at 6:00 p.m. and February 25 at 7:30 for regular board meeting.

STUDENT RECOGNITION

Mrs. Motze read a proclamation honoring the student athletes. A copy of the proclamation is included as part of these official minutes.

NATIONAL SCHOOL BOARD DIRECTORS MONTH

Dr. Larson honored the school board members by sharing a few facts that suggest the merit of the work they do. She thanked them for the hours they spend and their commitment to excellence in education. She provided each member with John C. Maxwell's book The 21 Indispensable Qualities of a Leader.

PRESENTATIONS

Mr. Scott Kramer from RBC Dain Rauscher presented information on refinancing the 2003 and 2003A bond issues.

President Snyder suggested the finance liaisons meet in the next week for further discussion, and if action is to be taken, they consider bringing a recommendation to the Board on February 11, 2008, when the Board meets to conduct board candidate interviews.

LIAISON REPORTS

There were no liaison reports. President Snyder reported that he spoke with Fred Levering who wants to arrange for the district and boroughs to meet.

WYOMISSING AREA SCHOOL DISTRICT 2008-3883

Minutes January 28, 2008

APPROVED MEETING MINUTES

Upon motion by Mrs. Barnett, second by Mrs. McCreedy, the minutes of the following meetings were approved and included as part of these official minutes.

- November 12, 2007 Work Session
- November 19, 2007 Board Meeting
- December 3, 2007 Reorganization Meeting

Yeas: 8.

Nays: 0. Motion carried.

PERSONNEL

APPROVED PERSONNEL REPORT

Mrs. McCreedy requested that three items be pulled and voted on separately in the Personnel Report (copy included as part of these official minutes.) Item XVI (Work outside the contract year from Dec. 06 to June 07), Item XVII. (Work outside the contract year from Aug. 07 to Dec. 07), and XX. (Weight Room Supervisor Substitutes).

A motion was made by Mr. Larkin and seconded by Mrs. McCreedy to approve the Personnel Report, excluding Items XVI, XVII, and XX.

Yeas: Barnett, Fitzgerald, Hinsey, McCreedy, Larkin, Sakmann, Portner, and Snyder.

Nays: None. Motion carried.

A motion was made by Mr. Fitzgerald and seconded by Mrs. Sakmann to approve Items XVI, XVII, and XX on the Personnel Report (copy included as part of these official minutes.)

Yeas: Barnett, Fitzgerald, Hinsey, Larkin, Sakmann, Portner, and Snyder.

Abstain: McCreedy

Nays: None. Motion carried.

CURRICULUM

No agenda items.

FINANCE/BUSINESS OFFICE

Upon motion by Mr. Fitzgerald and second by Mrs. McCreedy, the following finance/business office items were approved by the Board:

APPROVED FINANCIAL REPORTS

Financial reports for November and December 2007 included as part of these official minutes.

APPROVED PAYMENT OF INVOICES

Payment of properly approved vendor invoices for the General Fund, Athletic Fund, Food Service Fund, and the 2003 G. O. Bond.

ACCEPTED DONATION

Accepted the anonymous donation of \$480,000 to be used for capital improvements.

WYOMISSING AREA SCHOOL DISTRICT 2008-3884

Minutes January 28, 2008

AUTHORIZED
TRANSFER OF FUNDS

Authorized transfer of \$480,000 from the General Fund to the Capital Reserve Fund for the use of capital improvements.

APPROVED JOINT
PURCHASING
AGREEMENT

Approved the Berks County Joint Purchasing Agreement as presented.

APPROVED
RESPONSE TO
AUDITOR GENERAL
REPORT

Approved the response to the auditor general report for fiscal years ending June 30, 2003 and June 30, 2004.

APPROVED CLOSING
OF ACTIVITY
ACCOUNT

Approved the request to close the Senior Class of 2007 activity account and the transfer of \$29.27 to the Jr-Sr. High School Student Body Account in accordance with Policy 618.

APPROVED WILSON
SPECIAL EDUCATION
CONTRACT

Approved the renewal of a contract with the Wilson School District in the amount of \$108,322.46. Three students attend special education classes in the Wilson District because services cannot be provided by the Wyomissing Area District.

APPROVED
SUBMISSION OF
DELINQUENT REAL
ESTATE TAXES

Approved submission of the 2007 delinquent real estate taxes in the amount of \$381,421.58 to BMF Law Group.

APPROVED
ADMISSION OF
TUITION STUDENT

Approved admission of one kindergarten tuition student 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).

APPROVED
CONTRACT WITH
TRANSAMERICA
INSURANCE

Approved a one-year contract with Transamerica Insurance for health benefits for part-time employees and substitutes.

Yeas: Barnett, Fitzgerald, Hinsey, McCready, Larkin, Sakmann, Portner, and Snyder.

Nays: None. Motion carried.

PUBLIC COMMENTS

President Snyder apologized to the audience for neglecting to ask if anyone would like to address the board on agenda items.

There were no public comments on agenda items.

FACILITIES

There were no agenda items for Board approval. It was noted that the facilities liaison was scheduling a meeting with Architerra on February 4.

WYOMISSING AREA SCHOOL DISTRICT 2008-3885

Minutes January 28, 2008

SCHOOL ACTIVITIES & ATHLETICS

There were no agenda items for Board approval.

TECHNOLOGY

There were no agenda items for Board approval.

SUPERINTENDENT'S OFFICE

Upon motion by Mrs. Sakmann and second by Mr. Larkin, the following items were approved by the Board of School Directors.

APPROVED ADOPTION OF POLICIES

Adoption of the following policies:
Policy 008 – Organization Chart
Policy 610 – Purchases subject to Bid
Policy 610.1 Purchases Not Subject to Bid

APPROVED MEMO OF UNDERSTANDING

The Memo of Understanding with the Wyomissing and West Reading Police Departments was approved and is included as part of these official minutes.

APPROVED HOMEBOUND INSTRUCTION

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.

Yeas: Barnett, Fitzgerald, Hinsey, McCready, Larkin, Sakmann, Portner, and Snyder.

Nays: None. Motion carried.

ADMINISTRATIVE REPORTS

Treasurer's Report (Informational)

OLD BUSINESS

None.

NEW BUSINESS

None.

PUBLIC PARTICIPATION

Mr. Bill Murray asked what the contract with the Wilson School District for \$108,000 covers.

Dr. Larson responded that the District receives a definitive breakdown from Wilson, and the prices are reviewed carefully by our Director of Special Education. Wilson has done a good job in providing services to the students whose needs cannot be provided in our District.

Mr. Kurt Althouse questioned what capital improvements would be made with the \$480,000 donation.

Dr. Larson replied that the District and Board is still working on that and giving it careful thought and will continue looking at it because nothing is definitive right now.

WYOMISSING AREA SCHOOL DISTRICT 2008-3886

Minutes January 28, 2008

ADJOURNMENT

President Snyder noted that after a brief break, the Board will meet in executive session. A motion was made at 8:15 p.m. by Mrs. Sakmann and seconded by Mr. Fitzgerald to adjourn.

Corinne D. Mason
Board Secretary

January 28, 2008 Board Meeting

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 JSHS, 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 JSHS, 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.

January 28, 2008 Board Meeting

- 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** – 5th and 6th grade math
 - b. **Michele Hetrich** – 5th and 6th 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 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.
 - 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.

January 28, 2008 Board Meeting

- 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.