

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.
Mrs. Michelle M. Davis
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 WORK SESSION

Monday, October 20, 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

- Regular Board Meeting – Monday, October 27, 2008, 7:30 p.m., Community Board Room

PRESENTATIONS

- Energy Education Update & Energy Star – Chris Nugent
- Professional Growth and Leadership Opportunities – Dr. Cyndi Speace

RECOGNITION

- Introduction of Ms. Jan Cremer, WAEF Executive Director

- V. Public Comment on Agenda Items

**October 20, 2008 Board Work Session
Agenda – Page 2**

BOARD LIAISON REPORTS

BOARD ACTION
Information Item
10/20/2008 Meeting

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 October 27 packet) Board Motion
10/27/2008 Meeting
- August 19, 2008 Board Candidate Interviews
 - September 15, 2008 Work Session
 - September 22, 2008 Regular Board Meeting

PERSONNEL

- I. Approve October 2008 Personnel Report (Report attached.) Board Motion
10/27/2008 Meeting

CURRICULUM

- I. Elementary Student Assistance Program (ESAP). – Dr. Pulkowski Information Item
10/20/2008 Meeting
- II. Approve School Improvement Plan for Jr./Sr. High School Board Motion
10/20/2008 Meeting

BOARD MOTION – October 20, 2008

Move that the Board of School Directors approve the School Improvement Plan for the Jr./Sr. High School for submission to the Pennsylvania Department of Education.

- III. Approve Grade 12 Independent Study – Accounting III Board Motion
10/27/2008 Meeting

FINANCE/BUSINESS OFFICE

- I. Approve Financial Reports–September 2008 that are included in the official minute book and provided to Board members. Board Motion
10/27/2008 Meeting
- II. Approve payment of properly approved vendor invoices for the Board Motion

**October 20, 2008 Board Work Session
Agenda – Page 3**

BOARD ACTION
10/27/2008 Meeting

General Fund, Athletic Fund, Food Service Fund and Capital Reserve Fund.

III. Approve the purchase of a Savana van through PA State COSTARS in the amount of \$24,248.70. Board Motion
10/27/2008 Meeting

IV. Award athletic training supplies bids: Board Motion
10/27/2008 Meeting

Medco	\$ 2,544.91
Henry Schein	\$ 1,995.72
Collins	<u>\$ 956.28</u>
	\$ 5,496.91

V. Award proposal for Auditing Services to Herbein + Company, Inc.: Board Motion
10/27/2008 Meeting

June 30, 2009	\$18,200
June 30, 2010	\$18,750
June 30, 2011	\$19,250

VI. Approve BCIU Transportation Contracts for 2008-09 as follows: Board Motion
10/27/2008 Meeting

Building	Start date	End date	Cost/day	Type
St. Margaret School Reading, PA	08/25/2008	06/30/2009	39.40	Regular Ed
BCTC East PAL Program	08/25/2008	06/30/2009	39.40	Special Ed
BCIU Early Childhood Center 9th & Walnut, Reading	08/25/2008	06/30/2009	39.40	EI Spec Ed
BCIU EI Program	08/25/2008	06/30/2009	39.40	EI Spec Ed
BCIU Ed Centre HS Inclusion 5	08/25/2008	06/30/2009	39.40	EI Spec Ed
BCIU-Education Centre	08/25/2008	06/30/2009	39.40	EI Spec Ed
Primrose Childcare EI (Conrad Weiser calendar)	08/25/2008	06/30/2009	39.40	EI Spec Ed

VII. Approve contract with Wilson School District in the amount of Board Motion

**October 20, 2008 Board Work Session
Agenda – Page 4**

BOARD ACTION
10/27/2008 Meeting

\$114,227.46.

Background Information: This contract is for three students to attend special education classes in the Wilson School District for the 2008-09 school year.

- VIII. Accept donation from the Wyomissing Area Soccer Club in the amount of \$4,600. Board Motion
10/27/2008 Meeting

Background Information: This gift is for the purchase of a permanent scoreboard at the track field. This scoreboard will replace the portable one that is currently being used.

- IX. Approve elimination of Cultural Club. Board Motion
10/27/2008 Meeting

Background Information: Closing due to lack of interest. The club started with 40 students and this year there are only 9 students.

- X. Approve Budget Calendar for 2009-10. Copy included as part of Board packet. Board Motion
10/27/2008 Meeting

FACILITIES

SCHOOL ACTIVITIES & ATHLETICS

TECHNOLOGY

SUPERINTENDENT’S OFFICE

- I. Approve First Reading of Policies – Board Motion
10/20/2008 Meeting
Policy 008 – Organization Chart
Policy 249 – Bullying/Cyberbullying

BOARD MOTION – October 20, 2008

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

- II. Approve participation in the BCIU Consortium Act 183 E-Fund Grant for the years 2008-09 through 2010-11. Board Motion
10/20/2008 Meeting

BOARD MOTION – October 20, 2008

Move that the Board of School Directors approve participation in the BCIU Consortium as noted.

- III. Approve Jr./Sr. High Dance Club Board Motion

**October 20, 2008 Board Work Session
Agenda – Page 5**

BOARD ACTION
10/27/2008 Meeting

- | | |
|---|------------------------------------|
| IV. Approve Wrestling Study | Board Motion
10/27/2008 Meeting |
| V. Approve Jr./Sr. High Intramural Sports Pilot Program | Board Motion
10/27/2008 Meeting |
| VI. Approve High School Teacher Action Research Project | Board Motion
10/27/2008 Meeting |

ADMINISTRATIVE REPORTS

- | | |
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| I. Treasurer's Report | Information item
10/27/2008 Meeting |
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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 – Will be held at the conclusion of the public meeting.

**October 20, 2008 Board Work Session
Agenda – Page 6**

PERSONNEL REPORT

- I. Approve/Ratify Support Staff Resignations:
- a. **Lindsey Casciano**, Part-time Special Education Instructional Aide at WHEC, effective October 15, 2008.
 - b. **Susan Bennett**, Part-time Teacher's Instructional Aide at WHEC, effective December 23, 2008.
 - c. **Janice Varone**, Full-time Library Instructional Aide at the JSHS, effective October 15, 2008.
 - d. **Michael Cawley**, Network/Communications Specialist, effective October 7, 2008.
- II. Approve Support Staff Retirement - **Ronald DeFrees**, Full-time Custodian at the JSHS, effective October 30, 2008.
- III. Approve Support Staff Appointments:
- a. _____, Part-time Teacher's Instructional Aide at WHEC, 3 hrs./day, ____/hr., effective October 28, 2008, pending receipt of necessary documents.

Background Information: _____ is taking the portion of hours that remains from Annemarie Melcher's former position. The other portion of these hours were Board approved to be given to Ms. Gallegos-Rosa on September 22, 2008.
 - b. **Jeannette Endy**, Part-time Cafeteria Monitor at WHEC, 2.5 hrs./day, \$9.61 /hr., effective October 28, 2008, pending receipt of necessary documents.

Background Information: Ms. Endy is replacing Marcy Wilkes.
 - c. _____, Part-time Special Education Instructional Aide at WHEC, 6.5 hrs./day, ____/hr., effective October 28, 2008, pending receipt of necessary documents.

Background Information: _____ is replacing Lindsey Casciano
- IV. Ratify Communication Assistant - **Kim Tetley**, \$4,860, prorated, effective September 25, 2008, for the 2008-09 school year.

Background Information: This is not a new position, it was held last year by Melissa Brice.
- V. Approve/Ratify FMLA Leaves:
- a. **Dana Quinlivan**, French Teacher at the JSHS, a family medical leave of absence and child rearing leave, effective on or about February 11, 2009, returning the start of the 2009-10 school year.
 - b. **Joseph Shoumlisky**, Full-time Custodian at WHEC, a family medical leave of absence, effective October 15, 2008 for approximately 4-6 weeks.
 - c. **Hilary Decker**, Full-time Teacher's Instructional Aide at the JSHS, effective November 7, 2008 for approximately 4 days.

October 20, 2008 Board Work Session
Agenda – Page 7

- VI. Approve/Ratify Work Outside the Contract Year 2008-09 at the professional contracted hourly rate for hours required by PDE to create a School Improvement Plan at the JSJS:
- a. Crisanne Bansner - 4.25 hours
 - b. James Comerford - 10 hours
 - c. Ryan Hassler - 9.5 hours
 - d. Andrew Hoffert - 7.5 hours
 - e. Melissa Kreps - 9.5 hours
 - f. David Skovera - 8 hours
- VII. Ratify Hours for Support Staff - **Elizabeth Barrer**, Part-time Special Education Instructional Aide at WHEC, to attend CPR and first-aid training, on October 6, 2008, for an amount not to exceed a maximum of 6 hours, at her approved hourly rate.
- VIII. Approve Cancellation of Additional Support Staff Hours - **Arlene Wagner**, Part-time Special Education Instructional Aide at the JSJS, did not attend CPR and First-Aid Training as scheduled for October 6, 2008.
- Background Information: Ms. Wagner was approved for CPR and First-Aid Training at the September 22, 2008 Board Meeting. She did not attend this training due to the fact that the class was full.*
- IX. Ratify Additional Hours for Support Staff to attend Paraprofessional Academy - **Michelle Krick**, Full-time Teacher's Instructional Aide at WHEC, Paraprofessional Academy Class at BCIU on September 22, 2008, 3.5 hours, at her approved hourly rate.
- X. Ratify/Approve Support Staff Unpaid Leave Requests:
- a. **Karen Sichak**, Part-time Reading Aide at WHEC, unpaid leave for October 1-8, 2008.
 - b. **Gary Booz**, Part-time Food Service Worker at the JSJS, unpaid leave for October 7-10, 2008.
 - c. **Sheilah Nestro**, Part-time Crossing Guard at WREC, unpaid leave for November 10, 11, 12, 13, 14, and 17, 2008.
- XI. Approve Change in Salary Range for Athletic Trainer, effective July 1, 2008:
- From: \$31,941 - \$38,318 - \$44,714
To: \$33,471 - \$41,530 - \$54,857
- XII. Approve Amended Athletic Trainer Salaries:
- a. **Meghan Haas**, from \$23,166 to \$25,200, effective July 1, 2008.
 - b. **Daniel Giesen**, from \$49,400 to \$51,649, effective July 1, 2008.
- XIII. Eliminate Stipend - **Diane Schaeffer**, Recording Secretary for the School Board Meetings, \$1,362 (based on 4 hours per month), for the 2008-09 school year.

**October 20, 2008 Board Work Session
Agenda – Page 8**

- XIV. Approve the following Confidential Support Staff Position Guides:
- a. Technology Services Coordinator
 - b. Network/Communications Specialist
 - c. Senior Accountant
 - d. Administrative Assistant to the Director of Business Affairs
 - e. Administrative Assistant to the Director of Human Resources
 - f. Benefits Coordinator
 - g. Payroll Coordinator
 - h. Apple/Web Systems Specialist
- XV. Approve revised Confidential Support Staff Handbook. (A copy is included as part of the Board packet.)
- XVI. Approve adoption of Non-Supervisory Personnel Group Compensation Plan. (Copies are included as part of the Board packet.)
- XVII. Approve additional benefit for all employees - Diamond Credit Union, effective January 2, 2009.
- XVIII. Approve Supplemental Activities Position - Dance Club Advisor, 5 base points, \$418, effective October 28, 2008.
- XIX. Approve Supplemental Activities Appointment, **Scott Angstadt**, Hand Bell Choir Advisor (WREC), 10 points, \$835, effective the 2008-09 school year.
- XX. Ratify Supplemental Activities Resignations:
- a. **Emily Toigo, Jr.** High Drama Producer, effective October 1, 2008.
 - b. **Susan Derr**, Cultural Club Co-Advisor, effective September 30, 2008.
 - c. **Melissa Kreps**, Cultural Club Co-Advisor, effective September 30, 2008.
- Background Information: The Cultural Club was dissolved due to lack of student participation.*
- XXI. Ratify Resignation Weight Room Supervisor - **Martin Mann**, effective October 1, 2008.
- XXII. Approve Weight Room Supervisor Substitutes:
- a. **Chris Rada**, \$13/hr., effective October 27, 2008.
- XXIII. Approve Supplemental Athletics List for Winter Sports 2008-09.
- XXIV. Approve additions to the district volunteer list.
- XXV. Approve additions/deletions to the district substitute list for professional/support staff.