

WYOMISSING AREA SCHOOL DISTRICT 2008-3955

School Board Work Session Minutes

October 20, 2008

The Wyomissing Area School District Board of School Directors' work session convened at 6:00 p.m. in the auditorium with President Larkin presiding.

PLEDGE OF ALLEGIANCE

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

Board Members Present: Mrs. Barnett, Mr. Althouse, Mr. Fitzgerald, Mr. Hinsey (arr. 6:20 p.m.), Mrs. McCready (arr. 6:05 p.m.), Mr. Portner, Mrs. Sakmann, Mrs. Davis, and Mr. Larkin

Administrators Present: Mrs. Mason, Mr. Fries, Ms. Garman, Mr. Gall, Mrs. Motze, Dr. Moyer, Dr. Speace, Dr. Zerr, Dr. Pulkowski, Mr. Roberts, Mrs. Whye and Dr. Larson

Others Present: Diane Schaeffer, recording secretary. Audience sign-in sheet included as part of these official minutes.

Mr. Larkin welcomed everyone and announced the Board would meet on Monday, October 27, 2008 at 7:30 p.m. in the community board room.

Dr. Larson introduced Chris Nugent, the District's Energy Education manager who reported on savings over the past 18 months which were 32% or \$359,036. He also provided information on the Energy Star Program which differs from the Energy Education Program because it focuses on efficiency not cost savings. He noted there would be no cost to the district to participate in the Energy Star Label Program because the data has already been inputted. The Energy Star Leader Program recognizes year-to-year energy usage reductions comparing current year with base year.

Dr. Larson congratulated Mr. Nugent on his outstanding efforts.

Mr. Larkin noted that the Board held an executive session last Thursday, October 16, to discuss personnel matters and no action was taken.

Dr. Speace reported on professional growth activities in the District which include RTI (response to intervention) and co-teaching training.

Dr. Larson noted that the new director of the Wyomissing Area Education Foundation, Mrs. Jan Cremer, will be attending the November 17 meeting of the board.

Public Comment on Agenda Items –

Mr. Richard Geertman asked for additional information on the building efficiency ratings which were provided by Mr. Nugent. Mrs. Mason also provided additional information on the purchase of a passenger van that he requested. Mr. Geertman's questions on the personnel report were answered by Ms. Garman and Dr. Larson.

Mr. Murray requested more information on the hiring of the communications assistant and the elimination of the stipend for the recording secretary which were explained by Dr. Larson.

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Mr. Murray stated that the minutes of the August 19, 2008 meeting were not representative of the actual events that occurred during the interviews for the board opening. He publicly thanked Mr. Althouse, Mr. Portner, and Mr. Hinsey for their support.

Mr. Mike Mitchell, Sr. thanked the Board for taking care of the two athletic trainers. He asked if the salary range would be reviewed each year and Mr. Larkin responded that they would be reviewed but not necessarily changed.

Mr. Mitchell stated that people have asked why Mr. Fitzgerald changed his mind about who should fill the board vacancy.

Mr. Fitzgerald responded that an earlier comment was made that people were taking sides which is the last thing anyone wanted to see. He said that as a Board they have much on their plates and a decision had to be made and he was not happy about flipping a coin or having someone else make the decision. He said he stands by his decision although both candidates were equally qualified.

Mrs. Cafurello asked if there would be space available for the proposed intramural sports pilot program without pushing out community groups and Mrs. Motze said there would be sufficient space.

LIAISON REPORTS –

Mrs. Barnett reported that the EIT board would meet next week.

Mr. Fitzgerald reported that he and Mr. Hinsey attended the PSBA meeting in Hershey to vote on the issues to be brought before the legislators.

Personnel –

There were no additional questions on the Personnel Report included as part of these official minutes.

Curriculum –

Dr. Pulkowski and Mrs. Hedbavny provided an update on the Elementary Student Assistance Program and the training that has occurred at the elementary level. Dr. Pulkowski noted that the program is funded through the Drug & Safe Free Schools Grant and Caron Foundation. She also noted that meetings will be held in November to coordinate efforts with the high school staff.

Mr. Fitzgerald noted the Grade 12 Independent Study-Accounting III was on the agenda for approval and asked how many students it affected. Dr. Larson responded that currently one student is involved.

Finance/Business Office –

Mr. Portner reported that on October 6 the Finance Liaisons and Mrs. Mason interviewed the two lowest bidders for this coming year's audit and the recommendation is to go with the lowest bidder, Herbein + Company.

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Facilities – Mr. Larkin reported that a meeting was held with the Facilities Liaisons and Mr. Fries and all of the repair recommendations made by Crabtree Rohrbaugh Architects were reviewed. Newer cost estimates are being obtained and the results are being broken down into smaller groups so that the Facilities and Finance Liaisons can discuss how to prioritize according to cost and size of the project.

School Activities & Athletics – No agenda items.

Technology – No agenda items.

Superintendent's Office –

Dr. Larson listed the items on the Superintendent's Report which included the following:

- First reading of policies 008 and 249
- Approval of participation in the BCIU Consortium Act 183 E-Fund Grant for 3-year period covering 2008-09 through 2010-11
- Approval of a Jr./Sr. High Dance Club
- Approval of a Jr./Sr. High intramural sports pilot program
- Approval of a High School teacher's action research project

Mrs. Motze explained the wrestling study which includes treating the mats and gear with a special FDA approved product to decrease skin infections. She also explained that the pilot intramural sports program is an attempt to reach those students who might not be involved in other District sports.

A motion was made by Mrs. Barnett and seconded by Mrs. McCready to approve the following revised policies for a first reading:

Policy 008 – Organization Chart
Policy 249 – Bullying/Cyberbullying

YEAS: Barnett, Davis, Althouse, Fitzgerald, Hinsey, McCready, Sakmann, Portner, and Larkin.

NAYS: None. Motion Carried.

A motion was made by Mrs. Barnett and seconded by Mrs. Sakmann to approve participation in the BCIU Consortium Act 183 E-Fund Grant for the years 2008-09 through 2010-11.

YEAS: Barnett, Davis, Althouse, Fitzgerald, Hinsey, McCready, Sakmann, Portner, and Larkin.

NAYS: None. Motion Carried.

Old Business – None.

New Business –

Mrs. Barnett stated that the Board has looked at Policy 903 Public Participation in Board Meetings and will draft procedures for recording meetings. She suggested that the word "procedures" be changed to

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guidelines and a statement included that indicates the person recording is responsible for following all State laws. She noted that when the guidelines are written, they should be posted on the web site.

Public Participation –

Mr. Mike Mitchell asked why the urgency to prepare guidelines for recording meetings. Mrs. Barnett explained that the policy was revised in November 2003 but guidelines were never developed.

Mr. Mitchell also asked if the new intramural sports program would be co-ed and Mr. Motze responded that it would and the goal was to have a teacher act as supervisor.

Mrs. Audrey Schaeffer stated that the bus stop on Franklin Street in front of the former high school is causing traffic problems. Mrs. Mason said she would have transportation investigate the situation.

Mr. Murray asked for an update on facilities since it's been four months since the referendum vote. Mr. Althouse noted that there are over 300 line items to review and they are working to prioritize what needs to be done.

Mr. Geertman asked for an explanation on the budget cap and Act 1. Mr. Larkin explained that every school must stay within a cap and that is all the millage can be raised. Mr. Fitzgerald noted that the District applied for exceptions the past two years but will try not to do that in next year's budget.

Mrs. Cafurello commented that a discussion or review of the strategic plan had not been done before it was approved. Dr. Larson stated that much time was spent discussing the plan and it was posted for review on the web site.

Mrs. Betty Langdon said that the last place that the budget should be cut is for teachers and programs.

Mr. Mitchell stated that Mr. Roberts is doing a great job as the Wyomissing Hills Principal and questioned if the Board planned to look at an assistant for the building. Mr. Larkin indicated that Mr. Roberts is handling the job well and at this time there is not a plan to look for an assistant.

Upon motion by Mr. Larkin, seconded by Mr. Portner the public meeting adjourned at 7:58 p.m. and the Board members moved to the Community Board Room for an executive session to discuss personnel matters.

Corinne D. Mason
School Board Secretary

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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.

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c. **Hilary Decker**, Full-time Teacher's Instructional Aide at the JSHS, effective November 7, 2008 for approximately 4 days.

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 JSHS:

- 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 JSHS, 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 JSHS, 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.

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- 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.
- 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 Substitute - **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.