

# WYOMISSING AREA SCHOOL DISTRICT 2008-3959

**Minutes** October 27, 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. Larkin, Board President, presiding.

## PLEDGE OF ALLEGIANCE

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

Board Members Present: Mr. Althouse, Mrs. Barnett, Mrs. Davis, Mr. Fitzgerald, Mr. Hinsey, Mr. Portner, Mrs. Sakmann and Mr. Larkin.

Board Member Absent: Mrs. McCready

Administrative Staff Present: Dr. Pulkowski, Mrs. Mason, Mr. Ashton, Mr. Fries, Mr. Gall, Dr. Moyer, Mr. Roberts, Mrs. Whye, Dr. Zerr and Dr. Larson.

Attendees: Mr. Boland, Kozloff Stoudt and Shelley Filer, substituting for Diane Schaeffer, recording secretary. Audience sign-in sheet included as part of these official minutes.

## WELCOME

President Larkin welcomed everyone. He announced that an executive session was held following the last work session and no action was taken. He noted the upcoming meetings as follows:

## MEETING ANNOUNCEMENTS

- Work Session – Monday, November 17, 2008, 6:00 p.m., Community Board Room
- Regular Board Meeting – Monday, November 24, 2008, 7:30 p.m., Community Board Room

## PRESENTATIONS

No presentations.

## PUBLIC COMMENT ON AGENDA ITEMS

Barbara Cafurello asked if the School Improvement Plan for the Jr./Sr. High School would be explained in detail.

## LIAISON REPORTS

Mr. Althouse said he anticipated updated information regarding facilities will be available at the November 17 work session.

Mr. Althouse also reported that Berks Career & Technology has started the budget process already. Another focus will be trying to reconcile the calendar among all sending schools. Discussion occurred on whether attendance should be required or recommended when the sending school is not in session.

Mr. Fitzgerald reported that at the Berks County School District yearly meeting a list of five issues to send for legislative directives was presented. The spring county meeting with state legislators will be held on Thursday, May 28, 2009. The information will be posted on the District website.

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### APPROVED MEETING MINUTES

Upon motion by Mrs. Sakmann, seconded by Mrs. Barnett, the minutes of the August 19, 2008 board candidate interviews were approved as presented:

- Amend the minutes of the August 19, 2008 board candidate interviews to read at the end of the second paragraph: “Not all candidates were asked the same questions at the interview. These minutes reflect a summary of extensive discussions held throughout the evening”, as suggested by Mr. Althouse.

Yeas: Althouse, Barnett, Hinsey, Portner and Sakmann.

Abstain: Davis

Nays: Fitzgerald and Larkin. Motion carried.

### APPROVED MEETING MINUTES

Upon motion by Mrs. Barnett, seconded by Mrs. Sakmann, the minutes of the September 15, 2008 work session were approved as presented.

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

Abstain: Davis

Nays: None. Motion carried.

### APPROVED MEETING MINUTES

Upon motion by Mrs. Barnett, seconded by Mr. Portner, the minutes of the September 22, 2008 board meeting were approved as presented.

Yeas: Althouse, Barnett, Davis, Fitzgerald, Hinsey, Portner, Sakmann and Larkin

Nays: None. Motion carried.

## **PERSONNEL**

President Larkin asked for a motion to approve the personnel report.

Mrs. Davis requested that items III. Approve Position – Communications Assistant and IV. Approve Position Guide – Communications Assistant be voted on separately.

### APPROVED PERSONNEL REPORT

Upon motion by Mr. Fitzgerald, seconded by Mrs. Sakmann, the Board approved the October 27, 2008 Personnel Report, excluding items III and IV, included as part of these official minutes.

Yeas: Althouse, Barnett, Davis, Fitzgerald, Hinsey, Portner, Sakmann and Larkin

Nays: None. Motion carried.

### APPROVED POSITION GUIDE – COMMUNICAITONS ASSTISTANT

Upon motion by Mrs. Sakmann, seconded by Mr. Hinsey, the Board approved the Position Guide – Communications Assistant included as part of these official minutes.

Yeas: Barnett, Hinsey, Portner, Sakmann and Larkin

Nays: Althouse, Davis and Fitzgerald. Motion carried.

# WYOMISSING AREA SCHOOL DISTRICT 2008-3961

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APPROVE POSITION -  
COMMUNICATIONS  
ASSISTANT

Upon motion by Mrs. Sakmann, seconded by Mrs. Barnett, the Board voted on the position of Communications Assistant.

Yeas: Sakmann and Larkin

Nays: Althouse, Barnett, Davis, Fitzgerald, Hinsey and Portner.  
Motion denied.

**CURRICULUM**

President Larkin asked for a motion to approve the School Improvement Plan for the Jr./Sr. High School.

In answer to Barbara Cafurello's earlier question, Dr. Pulkowski reported that the School Improvement Plan is an action research model called "Getting Results" that is mandated by the Pennsylvania Department of Education. It is a prescribed plan to assist in raising the achievement scores for PSSA.

APPROVE SCHOOL  
IMPROVEMENT PLAN  
& GRADE 12  
INDEPENDENT STUDY  
ACCOUNTING III

Upon motion by Mrs. Barnett, seconded by Mrs. Sakmann, the Board approved the School Improvement Plan for the Jr./Sr. High School and Grade 12 Independent Study-Accounting course of study.

Yeas: Althouse, Barnett, Davis, Fitzgerald, Hinsey, Portner, Sakmann and Larkin

Nays: None. Motion carried.

**FINANCE/BUSINESS  
OFFICE**

A motion was made by Mr. Fitzgerald, second by Mr. Portner to approve the Finance/Business office items as follows:

APPROVED  
FINANCIAL REPORTS

Approved Financial Reports for September 2008 and included as part of these official minutes.

APPROVED PAYMENT  
OF INVOICES

Approved payment of properly approved vendor invoices for the General Fund, Athletic Fund, Food Service Fund, and Capital Reserve Fund.

APPROVED VAN  
PURCHASE

Approved the purchase of a GMC Savana 9-passenger van through PA State COSTARS in the amount of \$24,248.70.

AWARDED ATHLETIC  
TRAINING SUPPLIES  
BIDS

Awarded athletic training supplies bids:

Medco	\$ 2,544.91
Henry Schein	\$ 1,995.72
Collins	\$ 956.28
	\$ 5,496.91

AWARDED  
PROPOSAL FOR  
AUDITING SERVICES

Awarded proposal for Auditing Services to Herbein + Company, Inc.:

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

# WYOMISSING AREA SCHOOL DISTRICT 2008-3962

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## APPROVED BCIU TRANSPORTATION CONTRACTS FOR 2008-2009

Approved BCIU Transportation Contracts for 2008-09 as follows:

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

## APPROVED CONTRACT FOR SPECIAL EDUCATION SERVICES

Approved contract with Wilson School District in the amount of \$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.*

## ACCEPTED DONATION

Accepted donation from the Wyomissing Area Soccer Club in the amount of \$4,600.

*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.*

## APPROVED ELIMINATION OF CLUB

Approved elimination of Cultural Club.

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

## APPROVED 2009-10 BUDGET CALENDAR

Approved Budget Calendar for 2009-10. Copy included as part of Board packet.

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Yeas: Althouse, Barnett, Davis, Fitzgerald, Hinsey, Portner, Sakmann and Larkin

Nays: None. Motion carried.

**FACILITIES**

There were no agenda items for Board approval.

**TECHNOLOGY**

There were no agenda items for Board approval.

**SUPERINTENDENT'S OFFICE**

Dr. Larson explained that there was extensive legal input in revising Policy 210 Use of Medications, and developing 210.1 Possession/Use of Asthma Inhaler. She indicated that field trips hinge on the adoption of the policies

A motion was made by Mrs. Barnett and seconded by Mrs. Sakmann to approve the following item on the Superintendent's Report:

ADOPTION OF REVISED POLICIES

Approved Adoption of Policies -  
Policy 121.1 – Overnight/Travel  
Policy 210 – Use of Medications  
Policy 008 – Organization Chart  
Policy 249 – Bullying/Cyberbullying

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

Nays: None. Motion carried.

A motion was made by Mrs. Barnett and seconded by Mrs. Sakmann to approve the following item on the Superintendent's Report:

APPROVED FIRST READING OF POLICY

Approved First Reading of Policy 210.1 – Possession/Use of Asthma Inhaler.

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

Nays: None. Motion carried.

A motion was made by Mr. Hinsey and seconded by Mrs. Barnett to approve the following item on the Superintendent's Report:

APPROVED FIELD TRIPS

Approved field trip requests –  
a. NAIMUN – Washington, D. C., February 12-15, 2009  
b. Concert Choir Performance – Florida, Disney Sea World, April 4-8, 2009  
c. Spanish Club Trip – Spain, June 22-30, 2009  
d. Varsity Wrestling Club – Newark, DE, December 20-21, 2008  
e. Varsity Indoor Track & Field – Penn State University, January 23-24, 2009

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- f. Varsity Indoor Track & Field – Hall of Fame Classic – NYC, January 31, 2009.

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

Nays: None. Motion carried.

A motion was made by Mrs. Barnett and seconded by Mrs. Fitzgerald to approve the Superintendent Office items as follows:

APPROVED DANCE CLUB

Approved the Jr./Sr. High Dance Club.

APPROVED WRESTLING STUDY

Approved the Wrestling Study.

APPROVED INTRAMURAL SPORTS PILOT PROGRAM

Approved the Jr./Sr. High Intramural Sports Pilot Program.

APPROVED TEACHER PROJECT

Approved High School Teacher Action Research Project.

APPROVED APPEARANCE OF SOLICITOR

Approved the entry of appearance for Brian F. Boland, Esq. and Kozloff Stoudt in the PLRB matter #PERA-R-08-392E.

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

Nays: None. Motion carried.

A motion was made by Mr. Larkin and seconded by Mrs. Barnett to approve the following Superintendent Office item:

APPROVE ADOPTION OF POLICY GUIDELINES

Approved Guidelines to Policy 903 – Public Participation in Board Meetings, Audio/Video Recording Devices

Yeas: Barnett, Davis, Hinsey, Portner, Sakmann and Larkin.

Nays: Althouse and Fitzgerald. Motion carried.

ADMINISTRATIVE REPORTS

Treasurer's Report (Informational)

OLD BUSINESS

None.

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NEW BUSINESS

None.

PUBLIC  
PARTICIPATION

Barbara Cafurello questioned Item VIII. on the Superintendent's Report. Mr. Boland explained that it is a petition for the determination of a collective bargaining unit for non-professional staff.

Mrs. Cafurello also commented on the short notice of the Community Forum held in the JSHS on October 23, 2008. Dr. Larson explained that two other opportunities to meet would be available on January 8, 2009 at WREC and March 11, 2009 at WHEC.

Annmarie Melcher expressed her displeasure that the October 23, Community Forum conflicted with the open house at WHEC. She also asked if parents would receive feedback from the parent council meetings. She requested that minutes be posted on the website. Dr. Larson said she would talk to the high school administration to see if that could be done.

Kathy Lashinsky voiced the same concerns as Mrs. Melcher, requested that board members speak louder and that various acronyms be explained for the benefit of the audience.

Barbara Davis questioned the status of the teachers' pension fund in light of the current financial market situation. Mr. Boland explained that it is a defined benefit plan. The District is required to contribute to it. Wanda Seidel-Witter questioned that if the District is required to contribute at increased rates won't that affect the overall budget that is capped by Act 1. Mr. Larkin indicated it would squeeze out other expenditures.

Cindy Dmochowski suggested that in addition to flyers, the e-mail notification system be used to inform residents of important meetings. She also questioned why if the District has a Supervisor of Reading, there is no Supervisor of Math.

ADJOURNMENT

A motion was made by Mr. Fitzgerald, seconded by Mr. Portner to adjourn at 8:50 p.m.

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Corinne D. Mason  
Board Secretary

**PERSONNEL REPORT**  
**October 27, 2008**

- 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.
  - e. **Ronald DeFrees**, Full-time Custodian at the JSHS, effective October 30, 2008.
- II. Approve Support Staff Appointments:
- a. **Lori Scargle**, Part-time Teacher's Instructional Aide at WHEC, 3 hrs./day, 9.69/hr., effective October 28, 2008, pending receipt of necessary documents.  
  
*Background Information: Ms. Scargle 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.*
- III. Approve Position - Communications Assistant, for the 2008-09 school year, approximately 10 hrs./week for 36 weeks, at a stipend of \$4,860.00.
- IV. Approve Position Guide - Communications Assistant.
- 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.



- 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 Additional Hours for Support Staff:
- a. **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, and also to attend Paraprofessional Academy at BCIU on September 22, 2008, for an amount not to exceed 3 hours, both paid at her approved hourly rate.
  - b. **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.
- 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/Approve Support Staff Unpaid Leave Requests:
- a. **Karen Sichak**, Part-time Reading Aide at WHEC, unpaid leave for October 1, 2, 3, 7, & 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.
- X. 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
- XI. Approve Amended Athletic Trainer Salaries:
- a. **Meghan Haas**, Part-time Athletic Trainer from \$23,166 to \$25,200, effective July 1, 2008.

- b. **Daniel Giesen**, Full-time Athletic Trainer from \$49,400 to \$51,649, effective July 1, 2008.
- XII. 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.
- XIII. 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
- XIV. Approve revised Confidential Support Staff Handbook.
- XV. Approve additional benefit option for all employees - Diamond Credit Union, effective January 2, 2009.
- XVI. Approve Supplemental Activities Position - Dance Club Advisor, 5 base points, \$418, effective October 28, 2008.
- XVII. Approve Supplemental Activities Appointment, **Scott Angstadt**, Hand Bell Choir Advisor (WREC), 10 points, \$835, effective the 2008-09 school year.
- XVIII. 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.*
- XIX. Ratify Resignation Weight Room Supervisor - **Martin Mann**, effective October 1, 2008.
- XX. Approve Weight Room Supervisor Substitute - **Chris Rada**, \$13/hr., effective October 27, 2008.
- XXI. Approve Supplemental Athletics List for Winter Sports 2008-09.
- XXII. Approve additions to the district volunteer list.
- XXIII. Approve additions/deletions to the district substitute list for professional/support staff.