

WYOMISSING AREA SCHOOL DISTRICT 2008-3966

School Board Work Session Minutes November 17, 2008

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

PLEDGE OF ALLEGIANCE

Following the pledge, President Larkin asked if anyone in the audience would be recording the meeting and there were no responses.

The secretary called the roll of board members.

Board Members Present: Mrs. Barnett, Mr. Althouse, Mr. Fitzgerald, Mr. Hinsey, Mrs. McCready, 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, Mrs. Steele, 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 held an executive session on November 13, 2008, to discuss legal matters and personnel.

He announced the next board meeting dates as follows:

- Regular Board Meeting – Monday, November 24, 2008, 7:30 p.m., Community Board Room
- Reorganization Meeting – Tuesday, December 2, 2008, 6:00 p.m., Community Board Room

Presentation – Mr. Roberts, Wyomissing Hills Principal, introduced two students who assisted in a Power Point presentation about “Hills Happenings” the new elementary building newscast.

Recognition - Mr. Larkin noted that Michelle Davis would be replacing Mrs. Sakmann as the representative to the Wyomissing Area Education Foundation Board. He then introduced the new Foundation Executive Director, Mrs. Jan Cremer. Mrs. Cremer reported that the WAEF had recently joined the Mid-Atlantic Foundation Consortium. She also provided information on a newly established scholarship fund “Excellence in Leadership,” and new software purchased by the Foundation that will be used to enter information on 9,000 alumni, with the help of the District’s technology staff.

Public Comment on Agenda Items –

There were numerous questions from the audience on the Personnel Report which are included as part of these official minutes.

In response to questions, Mr. Larkin explained what happens at the annual reorganization meeting in December and also provided information on the newly adopted guidelines on recording public meetings.

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Mr. Larkin clarified the personnel report agenda items that relate to the Communications Assistant position. He explained that at the October Board meeting there were two votes, one to approve the position guide for a Communications Assistant which passed and one to approve the actual position that a person would fill which did not pass. On the November 17 personnel report, Item IV. is to ratify the hours worked by Kim Tetley to prepare the fall issue of the District newsletter and item V. a. is to approve the position of Communications Assistant for the 2008-09 school year, approximately 10 hours per week for 36 weeks at a stipend of \$4,860.

An audience member asked who is included in the Non-Supervisory Personnel Group, which is item X. on the personnel report, and if their benefits would be different from other established groups.

Dr. Larson explained that it covers the two athletic trainers, and the benefits would differ.

Dr. Pulkowski provided information on the Summer Academy and Summer Safari Coordinator positions that are being recommended for approval. Dr. Larson stated that Mrs. Mangold and Mrs. Hart performed the duties last summer as part of their course work and career advancement.

LIAISON REPORTS –

Mr. Portner extended kudos to the students and faculty for the Veterans Day program held recently. Dr. Pulkowski also applauded the Guidance Department, PTA and community members for the recent career awareness day that was held for 8th and 11th graders. Dr. Speace noted that 11th graders also had an opportunity to do job shadowing that same day.

Personnel –

A motion was made by Mrs. Sakmann and seconded by Mrs. Barnett to approve the support staff change in hours for **William Harcar**, from Full-time 1st Shift Custodian at the JSHS, to Full-time 2nd Shift Custodian at the JSHS, effective November 18, 2008, with no change in hourly rate. Mr. Harcar will be replacing Ron DeFrees.

Ms. Garman explained that in the shift change for Mr. Harcar, his duties would be changing because his current shift includes some cafeteria duties as well as custodial duties.

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

NAYS: None. Motion Carried.

Curriculum –

Dr. Pulkowski explained that the recommendation to approve the 9th Grade Algebra would increase the rigor of the math curriculum, and this course (along with Algebra I plus) would replace Algebra Concepts I and prepare students for Geometry & Academic Algebra II. No additional textbooks will be required.

Dr. Pulkowski noted that the Olivet Boys Club agreement would be eliminated from the agenda because the location for the after-school study club would not be the West Reading Elementary Center.

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Finance/Business Office –

A motion was made by Mr. Hinsey and seconded by Mr. Althouse to approve the following resolutions:

A resolution authorizing adoption of 403(b) Plan Document and 403(b) Adoption Agreement as per Resolution No.11-17-08-1 Copy included as part of these official minutes.

A resolution authorizing Third Party Administrator Agreement with Employer Admin Services, Inc. and Service Provider Agreement with Kades Margolis Corporation as per Resolution No. 11-17-08-2. Copy included as part of these official minutes.

Mrs. Mason explained the necessity for the resolutions and the changes in the 403(b) plans.

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

NAYS: None. Motion Carried.

Facilities –

Mr. Fries made a Power Point presentation on the proposed roof management plan and the reprioritization plan on the District's facility needs.

Copies of the presentation were provided to the Board and it was noted that the information will be posted on the web site.

Discussion continued on the plans and Mr. Larkin noted that \$6 million over the next three years is needed to make a dent in the list of what needs to be done.

Mr. Fries noted that an infrared scan was done at the High School to look for roof leaks and the results showed that it would have to be moved up on the list from a category III item to a Category I item. The timeline for the work was discussed and the impact on the students' school schedule. The Board agreed they need to continue with the prep work to finalize a timeline and look at viable options to fund the needs. Will look at money in the Capital Reserve Fund and the General Fund.

Technology –

Mr. Gall provided an update on the Classrooms for the Future (CFF) progress. He noted that 45 whiteboards and 100 student laptops have arrived for classroom use. He reported that a survey of teachers was done to see how they use technology in the classroom to meet the needs of the students, and in four months another survey will be taken to monitor changes and progress.

Superintendent's Office –

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

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- Policy 212 - Reporting Pupil Progress
- Policy 213 – Assessment of Student Progress
- Policy 214 – Class Rank
- Policy 215 – Promotion, Retention & Acceleration
- Policy 216 – Student Records
- Policy 217 – Graduation Requirements
- Policy 800 – Records Management
 - 800-AR – Records Management
 - 800-AR-1 – Records Retention Schedule
 - 800-AR-2 – Litigation Hold
- Policy 801 – Public Records
 - 801-AR – Exempted Records
 - 801-AR-1 – Disclosure/Production of Certain Records
 - 801-AR-2 – Fees For Public Records Requests

YEAS: Barnett, Davis, Althouse, Fitzgerald, Hinsey, McCready, Sakmann, Portner, and Larkin.
NAYS: None. Motion Carried.

Mrs. Barnett stated that Policy 906 was being reviewed with extensive changes and would be presented to the Board soon.

A motion was made by Mrs. Barnett and seconded by Mr. Fitzgerald to approve Policy 210.1- Possession/Use of Asthma Inhalers and EpiPens.

YEAS: Barnett, Davis, Althouse, Fitzgerald, Hinsey, McCready, Sakmann, Portner, and Larkin.
NAYS: None. Motion Carried.

Dr. Larson acknowledged the generous donation of astronomy library books to the District's libraries by Dr. Keith Minnich that are valued at \$1,100. Dr. Minnich's donation is in recognition of 2009 being the International Year of Astronomy.

Old Business – Mr. Fitzgerald thanked Mr. Althouse for notifying the Board that Mr. Hetrich's classroom work was mentioned in the Wall Street Journal.

New Business – None.

Public Participation –

Mr. Murray asked how much money would be required for the West Reading Elementary Center improvements. Mr. Portner responded approximately \$1.25 million, but cautioned that the recommendations presented by Mr. Fries are a "working draft."

Mr. Murray asked if the District is looking into retaining the temporary classrooms at West Reading, and Dr. Larson responded that they are looking into an extension.

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Upon motion by Mrs. McCready, seconded by Mrs. Barnett the public meeting adjourned to executive session at 7:37 p.m. to discuss personnel matters.

Corinne D. Mason
School Board Secretary

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PERSONNEL REPORT

- I. Approve Confidential Support Staff Appointment - _____, Network/Communications Specialist, \$_____/yr., effective _____, pending receipt of necessary documents.

Background Information: _____ is replacing Mike Cawley.

- II. Approve Support Staff Appointments:

- a. _____, Part-time Special Education Instructional Aide at WHEC, _____/hr., 6.5 hrs./day, effective _____, pending receipt of necessary documents.

Background Information: _____ is replacing Lindsey Casciano.

- b. **Rachel Gutzler**, Full-time Library Instructional Aide at the JSHS, 10.72/hr., 7 hrs./day, effective November 25, 2008, pending receipt of necessary documents.

Background Information: Ms. Gutzler is replacing Janice Varone.

- III. Approve Amended Support Staff Salary for the 2008-09 school year - **Jane Lim**, Full-time Computer Lab Aide at WHEC, from \$10.57/hr. to \$10.88/hr., effective July 1, 2008.

- IV. Ratify Hours - **Kim Tetley** to provide assistance related to publication of the District newsletter, at a rate of \$13.50/hr., for 41 hrs.

- V. Approve Positions:

- a. Communications Assistant for the 2008-09 school year, approximately 10 hrs./week for 36 weeks, at a stipend of \$4,860

- b. Summer Academy Coordinator for the 2008-09 school year, at a stipend of \$3,000.

Background Information: Summer Academy is funded through Title I and Title III funding.

- c. Summer Safari Coordinator for the 2008-09 school year, at a stipend of \$3,000.

Background Information: Summer Safari Coordinator stipend will be paid through Summer Safari tuition.

- VI. Approve Position Guides (Copies included as part of the Board packet):

- a. Summer Academy Coordinator
b. Summer Safari Coordinator

- VII. Ratify Additional Hours for Support Staff - **Mary Muir**, a total of 13.25 hours at her approved hourly rate, on October 17, 20, and 21, 2008, to set-up database for scanning 4sight Benchmark Testing for grades 3-8.

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- VIII. Ratify/Approve Support Staff Unpaid Leave Requests:
- a. **Audrey Schaeffer**, Part-time Food Service Worker at WHEC, unpaid leave for October 23, 24, 27, and 28, 2008.
 - b. **Amber Gockley**, Guidance Department Secretary at the JSJS, unpaid leave for December 29-30, 2008 and January 2, 2009.
 - c. **Linda Lamp**, Part-time Food Service Worker at the JSJS, unpaid leave for November 3-6, 2008.
- IX. Approve the following Confidential Support Staff Position Guides (Copies included as part of Board packet)
- a. Administrative Assistant to the Superintendent
 - b. Administrative Assistant to the Assistant Superintendent
- X. Approve adoption of Non-Supervisory Personnel Group Compensation Plan. (Copies are included as part of the Board packet.)
- XI. Ratify Supplemental Athletic Appointment - **Timothy Matlack**, Assistant Swimming Coach at the JSJS, 23.4 points, \$1,954 effective November 17, 2008, pending receipt of necessary documents.
- XII. Approve Supplemental Activities Appointments:
- a. **Danielle Mocerri**, Dance Club Co-Advisor, 2.5 points, \$209 effective for the 2008-09 school year.
 - b. **Margaret Shomgard**, Dance Club Co-Advisor, 2.5 points, \$209, effective for the 2008-09 school year.
- Background Information: Dance Club was approved at the October 27, 2008 meeting of the Board of School Directors.*
- XIII. Approve Substitute Study Hall Monitor - **Valerie McVay**, Substitute Study Hall Monitor at the JSJS, at the professional contracted hourly rate, currently \$31.50/hr., for 30 minutes each day worked.
- XIV. Approve Stipend - **Peter Beck**, Auditorium Production Coordinator, for the 2008-09 school year, with a stipend of \$2,500.
- XV. Approve additions/deletions to substitute list.
- XVI. Approve additions to district volunteer list.