

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. McCreedy
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 MEETING

Monday, November 24, 2008 – 7:30 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. Announcement of Recording by the Public
- IV. Roll Call
- V. Welcome to Visitors

ANNOUNCEMENT OF MEETINGS

- Reorganization Meeting – Tuesday, December 2, 2008, 6:00 p.m., Community Board Room

RECOGNITION

PRESENTATIONS

- VI. Public Comment on Agenda Items

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BOARD LIAISON REPORTS

Board Liaison Reports/Additional Meeting Reports

- Personnel – Mr. Larkin/Mrs. McCready
- Curriculum – Mrs. Sakmann/Mrs. Davis/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. Davis
- Joint Boroughs/District – Mr. Hinsey

MINUTES

- I. Approve Board Meeting Minutes –
 - October 20, 2008 Work Session
 - October 27, 2008 Regular Board Meeting

BOARD MOTION

Move that the Board of School Directors approve the board meeting minutes as noted.

PERSONNEL

- I. Approve November 24, 2008 Personnel Report (Report attached.)

BOARD MOTION

Move that the Board of School Directors approve the Personnel Report for November 24, 2008.

CURRICULUM

- I. Approve 9th Grade Algebra Applications Course

Background Information: To increase the rigor of the math curriculum, this course (along with Algebra I plus) would replace Algebra Concepts I and prepare students for Geometry & Academic Algebra II.

BOARD MOTION

Move that the Board of School Directors approve the 9th Grade Algebra Applications Course.

FINANCE/BUSINESS OFFICE

- I. Approve Financial Reports–October 2008 that are included in the official minute book and provided to Board members.

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

III. Approve changing the tax collector compensation to \$.10 per real estate tax bill and \$.10 per capita tax bill for the four-year period beginning January 2010.

IV. Approve High School Donation Program with Ohiopyle Prints, Inc.

Background Information – Ohiopyle Prints, Inc. will partner with Rite-Aid Pharmacy of 2320 Penn Ave, West Reading, PA 19611 to supply community pride souvenirs. Quarterly donations will be made to the school for 7% of wholesale cost invoiced to the retailer.

V. Approve submission of Title III Grant in the amount of \$11,650.

Background information – These funds will be used for our Summer Academy.

VI. Accept donation from Kurt & Allison Althouse – \$200

Background Information – This gift is to be used toward the purchase of the Game Ready machine to be used by the athletic trainers.

VII. Approve Budgetary Transfers in the amount of \$353,818 for the General Fund and \$1,668 for the Athletic Fund.

VIII. Approve resolution authorizing Kozloff Stoudt to represent the Wyomissing Area School District and to intervene in the appeal filed by Arrow International, Inc. and Teleflex Incorporated with the Berks County Court of Common Pleas regarding their property tax assessment appeal per Resolution No. 11-24-08-1. Copy included as part of Board Packet.

IX. Approve Settlement Agreements –

a. Agreement with parents of elementary student ID#202366 as stipulated in the agreement executed on November 24, 2008, in the amount of \$7,000.

b. Agreement with parents of secondary student ID#201151 as stipulated in the agreement executed on November 24, 2008, in the amount of \$3,000.

BOARD MOTION

Move that the Board of School Directors approve the Finance/Business Office items.

FACILITIES

TECHNOLOGY

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SUPERINTENDENT’S OFFICE

I. Approve First Reading of Policies –

Policy 005 – Organization
Policy 006 – Meetings

II. Approve Adoption of Policies -

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

III. Approve Participation in the Energy Star Program which recognizes energy performance of school district facilities.

IV. Approve donation of astronomy library books by Dr. Keith Minnich in recognition of the International Year of Astronomy 2009.

V. Approve reciprocal agreement between Spruce Manor Nursing and Rehabilitation Center and the Wyomissing Area School District for temporary emergency evacuation quarters.

BOARD MOTION

Move that the Board of School Directors approve Superintendent Report Items as noted.

ADMINISTRATIVE REPORTS

I. Treasurer’s Report (Informational)

OLD BUSINESS

NEW BUSINESS

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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 (IF NEEDED)

Personnel Report

- I. Approve Confidential Support Staff Appointment - **John Hungerford**, Network/Communications Specialist, \$50,000/yr., prorated, effective December 8, 2008, pending receipt of necessary documents.

Background Information: Mr. Hungerford is replacing Mike Cawley.

- II. Approve Support Staff Appointments:

- a. **Linda Wynne**, Part-time Special Education Instructional Aide at WHEC, \$11.22/hr., 6.5 hrs./day, effective December 2, 2008, pending receipt of necessary documents.

Background Information: Ms. Wynne 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. Ratify Change in Support Staff Resignation Date - **Susan Bennett**, Part-time ESL Instructional Aide at WHEC, from December 23, 2008 to November 21, 2008.

Background Information: Ms. Bennett's resignation was approved at the October 27, 2008 Meeting of the Board of School Directors.

- IV. 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.

- V. Ratify Hours - **Kim Tetley** for assistance that was provided in the publication of the District newsletter, at a rate of \$13.50/hr., for 41.25 hrs.

- VI. 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 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.

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- VII. Approve Position Guides:
- a. Summer Academy Coordinator
 - b. Summer Safari Coordinator
- VIII. 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.
- IX. Approve FMLA Leave - **Julie Miller**, Full-time Custodian at the JSHS, a family medical leave of absence, effective December 22, 2008 to approximately January 5, 2009.
- X. 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 JSHS, unpaid leave for December 29-30, 2008 and January 2, 2009.
 - c. **Linda Lamp**, Part-time Food Service Worker at the JSHS, unpaid leave for November 3-6, 2008.
 - d. **Gail Latham**, Part-time Crossing Guard at WHEC, unpaid leave November 14, 17, 18, 19, 20, & 21, 2008.
- XI. Approve the following Confidential Support Staff Position Guides:
- a. Administrative Assistant to the Superintendent
 - b. Administrative Assistant to the Assistant Superintendent
- XII. Approve adoption of Non-Supervisory Personnel Group Compensation Plan.
- XIII. Ratify Supplemental Athletic Appointment - **Timothy Matlack**, Assistant Swimming Coach at the JSHS, 23.4 points, \$1,954 effective November 17, 2008, pending receipt of necessary documents.
- XIV. 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.

- c. **Diana Swavely**, Homework Club Advisor, Grades 5-6, \$1,628, effective for the 2008-09 school year.

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- XV. Ratify Change in Supplemental Activities Appointment - **Scott Angstadt**, Hand Bell Choir Advisor (WREC), from 10 points, \$835, to 10 points, \$418 for 1/2 of the 2008-09 school year.

Background Information: Mr. Angstadt was approved as the WREC Hand Bell Choir Advisor for the entire 08-09 school year at the October 27, 2008 meeting of the Board of School Directors, but will only be advising this club for 1/2 of the school year.

- XVI. Approve Substitute Study Hall Monitor - **Valerie McVay**, Substitute Study Hall Monitor at the JSHS, at the professional contracted hourly rate, currently \$31.50/hr., for 30 minutes each day worked.
- XVII. Approve Stipend - **Peter Beck**, Auditorium Production Coordinator, for the 2008-09 school year, with a stipend of \$2,500.
- XVIII. Approve additions/deletions to substitute list.
- XIX. Approve additions to district volunteer list.