

# WYOMISSING AREA SCHOOL DISTRICT 2008-3946

## School Board Work Session Minutes September 15, 2008

The Wyomissing Area School District Board of School Directors' work session convened at 6:00 p.m. 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 (arr. 6:28 p.m.), Mr. Fitzgerald, Mr. Hinsey, Mrs. McCready, Mr. Portner, Mrs. Sakmann, and Mr. Larkin

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

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

Mr. Larkin welcomed and announced that Dr. Larson would not be in attendance as she was recovering from a traffic accident but would be back in the District before the end of the week. He reported that the next meetings of the Board scheduled for Monday, September 22, at 7:30 p.m. would be held in the auditorium.

Mrs. Mason introduced Pam Baker from Barbacane Thornton & Company, CPA, who presented an overview of the 2006-07 audit report.

Dr. Pulkowski indicated that the building principals were present to provide information on current PSSA data.

### **Public Comment on Agenda Items –**

Mrs. Sacks commented on the last board meeting and asked when Mr. Snyder's vacancy had to be filled. Mr. Larkin responded that it must be filled by September 17, 2008.

Mrs. Sacks stated that the community was divided by the referendum vote and she believes the \$150,000 spent in legal fees is enough. She commented that the Board should make the best choice for the community when filling the vacancy. Mrs. Sacks said she believes there is a possible conflict of interest on the Board since Mrs. Barnett is Mr. Murray's personal attorney on a case, which means she should abstain from the vote.

Mr. Boland provided background on when an abstention vote is acceptable.

Mr. Richard Geertman noted the employment of Mr. Haring on the Finance items and asked what he would be doing for the District.

Mr. Boland responded that Mr. Haring will attend assessment hearings on approximately 10 commercial properties to see if they merit a tax reduction. Mr. Haring is a full-time appraiser, and he will be paid \$300 for each hearing and dependent on the outcome, he could be retained if it goes beyond the first level.

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Mrs. Barbara Cafurello asked if the Borough would be joining the District in this endeavor and Mr. Boland noted they usually are involved and they will be contacted.

### LIAISON REPORTS –

Mr. Althouse reported that the facilities liaisons met to review a number of ongoing issues. The nurses suite at the high school is complete and in full use. He also reported that he attended his first meeting as the representative to the BCTC.

Mrs. Sakmann announced that Mrs. Lauri Coffey has resigned as the Director of the Wyomissing Area Education Foundation and would be replaced by Mrs. Jan Cremer. The Foundation recently contributed \$5,000 to purchase smart boards for the classrooms.

Mr. Fitzgerald reported that the District received a \$110,000 Classrooms for the Future grant but \$38,000 is needed to cover technology installation. Mr. Gall explained that only \$6,000 of the grant can be used for installation, the Berks Business Education Coalition has made a contribution towards the cost, and the remainder will be covered by budget reallocation.

Mr. Hinsey reported that the IU Board will meet next week and the new director, Dr. John George, will be in attendance.

### Personnel –

President Larkin asked for a motion to approve personnel agenda items I. through IV.

The following personnel items were approved upon motion by Mrs. Sakmann, and second by Mrs. McCready:

- I. Support Staff Change in Assignment – **Annemarie Melcher**, from part-time Teacher's Instructional Aide at WHEC, \$9.69/hr., 4.5 hrs./day, to part-time Teacher's Instructional Aide at WHEC, \$9.69/hr., 6.25 hrs./day, effective September 16, 2008.

*Background Information: Annemarie will be replacing Meredith Groff.*

- II. Support Staff Appointment – **David Braley**, Part-Time Crossing Guard at WREC, \$12.15/hr., 4 hrs./day, effective September 16, 2008.

- III. In-Home Instructors – **Colleen Vargo and Kristy Martin** at \$31.50 per hour, for one secondary student, ID #202926 effective September 16, 2008, for a total combined maximum of 25 hours until October 20, 2008.

- IV. Professional Staff Appointment – **Meghan Miller**, Long-Term Substitute Teacher at WHEC, based on B, Step 2, \$39,750.00, pro-rated, effective September 16, 2008, pending receipt of necessary documents.

*Background Information: Meghan Miller earned her Bachelors Degree in Elementary Education with a concentration in Special Needs from Elizabethtown College in May 2007.*

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*Upon graduation she began teaching Special Education at Ben Bronz Academy in West Hartford, CT until July 2008. Meghan did her student teaching at Cedar Crest High School in Cornwall-Lebanon, PA, as well as, Canadochly Elementary School in Eastern York, PA. Ms. Miller will be a long-term substitute for Jessica Lengle for the remainder of the 2008-09 school year.*

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

NAYS: None. Motion Carried.

### **Curriculum –**

Dr. Pulkowski shared a copy of the induction schedule with the board members.

### **Finance/Business Office –**

A motion was made by Mrs. Barnett and seconded by Mr. Althouse to approve the following resolutions included as part of these official minutes.

- I. Resolution authorizing Kozloff Stoudt to represent the Wyomissing Area School District in the Berks County Board of Assessment Appeals per Resolution No. 9-15-08-1. Copy included as part of these official minutes.
- II. Resolution employing Douglas A. Haring, MAI as a real estate expert in the Berks County Board of Assessment Appeals per Resolution No. 9-15-08-2. Copy included as part of these official minutes.

Mr. Fitzgerald noted a recent article in the local newspaper about assessment appeals. He encouraged the Board to appeal to the County Commissioners to do a countywide reassessment and the Board agreed to have Mr. Boland draft a resolution for approval at the next Board meeting.

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

NAYS: None. Motion Carried.

**Facilities –** No agenda items.

**School Activities & Athletics –** No agenda items.

**Technology –** No agenda items.

### **Superintendent's Office –**

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

- Policy 121.1 – Overnight/Foreign Travel
- Policy 210 – Use of Medications

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Mr. Boland explained the need to revisit the medications policy in conjunction with the field trip policy.

Mrs. Barnett stated that the students' payments might cover costs for the chaperone and this statement should be included as part of the policy.

A motion was made by Mrs. Barnett, seconded by Mrs. Sakmann to approve instruction in the home for one secondary student, ID202926 effective September 16, 2008 for a total combined maximum of 25 hours until October 20, 2008.

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

NAYS: None. Motion Carried.

**Old Business** – Mr. Larkin noted that the school board vacancy must be dealt with and the first thing to be settled was the question about Mrs. Barnett's position as an attorney and her vote to fill the vacancy.

Mrs. Barnett commented that she is not permitted to abstain from voting but since her ethics have been questioned, she asked to hear Mr. Boland's position.

Mr. Boland provided information on the Ethics Act and stated he did not see a conflict of interest. The first order of business was to confirm or negate the 4-4 vote taken.

The Board was polled and deadlocked with Mrs. Barnett, Mrs. McCready, Mrs. Sakmann and Mr. Larkin voting for Mrs. Davis and Mr. Althouse, Mr. Fitzgerald, Mr. Hinsey and Mr. Portner voting for Mr. Murray.

Mr. Larkin said the Board discussed a fair way to deal with the deadlocked vote at the last meeting. After the interviews were held, three rounds of preference polls were taken and the Board was deadlocked 4-4. Mr. Larkin stated that taking the aggregate vote is the fairest way, and he made a motion to use the preference polling chart as the basis for the selection of the person to fill the vacancy. The motion was seconded by Mrs. McCready.

Mr. Althouse said he did not agree with the motion but he did not have a suggestion on how to break the tie.

YEAS: Barnett, Fitzgerald, McCready, Sakmann, and Larkin.

NAYS: Althouse, Hinsey, and Portner. Motion Carried.

A motion was made by Mr. Larkin to appoint Mrs. Michelle Davis to fill the vacancy on the school board. The motion was seconded by Mrs. Sakmann.

YEAS: Barnett, Fitzgerald, McCready, Sakmann, and Larkin.

NAYS: Althouse, Hinsey, and Portner. Motion Carried.

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**New Business** – None.

**Public Participation** – None.

Upon motion by Mr. Larkin, seconded by Mr. Portner the meeting adjourned at 8:08 p.m. Following adjournment, Mrs. Davis was sworn in by Mr. Boland.

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Corinne D. Mason  
School Board Secretary

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**PERSONNEL REPORT**

- I. Approve Science Department Chair – **Brian Ackerman**, for the 2008-09 school year at a stipend of \$1,750.
- II. Ratify Change in Effective Resignation Date – **Brianna Angove**, Secondary Special Education Teacher, resignation effective date from September 12, 2008 to August 28, 2008.
- III. Approve Effective Date – **Michelle Geist**, full-time Special Education Instructional Aide at WHEC, effective November 3, 2008.

*Background Information: Ms. Geist was Board approved on August 25, 2008.*

- IV. Approve Amended Support Staff Salary for the 2008-09 school year – **Jennifer Noll**, Receptionist/Monitor at WHEC, from \$10.62/hr. to \$11.09/hr., effective July 1, 2008.
- V. Approve Food Service Hours – **Ron Blatt**, to assist with Pizza Day at WREC effective for the 2008-09 school year, at \$7.92/hr. for a maximum of 100 hours.
- VI. Ratify Effective Date for FMLA/Child Bearing Leave – **Jessica Lengle**, Elementary Special Education Teacher at WHEC, began her leave on September 11, 2008.
- VII. Approve Support Staff Training Outside Contracted Year at approved hourly rate – **Lisa Reichardt**, BCIU paraprofessional training on August 19, 20, 21, and 22, 2008.
- VIII. Approve/Ratify Hours to comply with PDE mandate to provide local assessments that document proficiency in reading, writing, and mathematics, to be paid at the professional contracted hourly rate as follows:

- a. **Crisanne Bansner**, 4 hours
- b. **Susan Derr**, 3 hours
- c. **Mark Flannery**, 3 hours
- d. **Ryan Hassler**, 3 hours
- e. **Thomas Ritter**, 3 hours
- f. **Betsy Santoro**, 3 hours
- g. **Colleen Vargo**, 3 hours
- h. **Todd Zechman**, 3 hours

- IX. Ratify Hours for Support Staff to Meet with Classroom Teacher, for a maximum of 2.5 hours each, at their approved hourly rate:
  - a. **Elizabeth Barrer**, part-time Special Education Instructional Aide, WREC
  - b. **Kim Bressler**, full-time Special Education Instructional Aide, WREC
  - c. **Lyn Carlson**, full-time Special Education Instructional Aide, JSHS
  - d. **Lindsey Casciano**, part-time Special Education Instructional Aide, WHEC
  - e. **Karen Conklin**, full-time Job Coach, JSHS

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- f. **Hilary Decker**, full-time Special Education Instructional Aide, JSHS
  - g. **Susie Froehlich**, part-time Special Education Instructional Aide, JSHS
  - h. **Glenda Jarrett**, full-time Special Education Instructional Aide, WHEC
  - i. **Karen Koppenhaver**, full-time Special Education Instructional Aide, WHEC
  - j. **Kim Latino**, full-time Special Education Instructional Aide, JSHS
  - k. **Dottie Lefever**, full-time Special Education Instructional Aide, JSHS
  - l. **Bernadette Lis**, full-time Special Education Instructional Aide, JSHS
  - m. **Marci Luckenbill-Felty**, full-time Special Education Instructional Aide, JSHS
  - n. **Kim Luigard**, full-time Special Education Instructional Aide, WREC
  - o. **Molly Mantione**, full-time Special Education Instructional Aide, WHEC
  - p. **Holly Miller**, full-time Special Education Instructional Aide, WHEC
  - q. **Marie Minnich**, full-time Special Education Instructional Aide, WREC
  - r. **Eve Pardo**, full-time Special Education Instructional Aide, JSHS
  - s. **Stacey Riegel**, full-time Special Education Instructional Aide, WHEC
  - t. **Kathy Schweitzer**, full-time Special Education Instructional Aide, JSHS
  - u. **Danielle Shobe**, full-time Special Education Instructional Aide, WHEC
  - v. **Arlene Wagner**, part-time Special Education Instructional Aide, JSHS
  - w. **Jennifer Wolfe**, full-time Special Education Instructional Aide, WREC
  - x. **Lauren Yelinek**, full-time Special Education Instructional Aide, WHEC
- X. Approve hours for support staff aides to attend CPR and first-aid training – On October 6, 2008, the following support staff members will attend CPR and first-aid training for an amount not to exceed a maximum of 6 hours at their approved hourly rate:
- a. **Susie Froehlich**, part-time Special Education Instructional Aide, JSHS
  - b. **Scott Gehman**, full-time Special Education Instructional Aide, WREC
  - c. **Karen Koppenhaver**, full-time Special Education Instructional Aide, WHEC
  - d. **Berndaette Lis**, full-time Special Education Instructional Aide, JSHS
  - e. **Marie Minnich**, full-time Special Education Instructional Aide, WREC
  - f. **Eve Pardo**, full-time Special Education Instructional Aide, JSHS
  - g. **Rupa Patel**, full-time Special Education Instructional Aide, WHEC
  - h. **Kathy Rohm**, full-time Special Education Instructional Aide, WHEC
  - i. **Danielle Shobe**, full-time Special Education Instructional Aide, WHEC
  - j. **Rebecca Sibbett**, part-time Special Education Instructional Aide, WREC
  - k. **Arlene Wagner**, part-time Special Education Instructional Aide, JSHS
- XI. Approve additional hours for support staff - **Mary Muir**, 1 hour on August 20, 2008, to plan 5<sup>th</sup> & 6<sup>th</sup> grade computer curriculum.
- XII. Approve Supplemental Activity Advisor Appointment for the 2008-09 school year – **Ryan Hassler**, Sr. High Math Team Advisor, 15 points, \$1,253.
- XIII. Approve Supplemental Activity Rate Changes for the 2008-09 School Year as follows:
- a. **Jennifer Bowe**, School Spirit Co-Coordinator, 9 points, \$725, change to 9.5 points, \$793.

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- b. **Richard Cavanagh**, Sr. High Drama Producer, 9 points, \$752, change to 13.5 points, \$1,127.
- c. **Susan Derr**, Drama Director, 50 points, \$4,175, change to 50.5 points, \$4,217.
- d. **William Dramby**, Model UN Club Co-Advisor, 11 points, \$919, change to 18.75 points, \$1,566.
- e. **Corinne Fecho Yanes**, Model UN Club Co-Advisor, 12 points, \$1,002, change to 20.25 points, \$1,691.
- f. **Laura Hensler**, School Spirit Co-Coordinator, 9 points, \$752, change to 9.5 points, \$793.
- g. **Melissa Kreps**, Sr. Class Co-Advisor, 10.5 points, \$845, change to 11 points, \$919.
- h. **Kim Lally**, Sr. Class Co-Advisor, 10.5 points, \$877, change to 11 points, \$919.

XIV. Approve Additions to the District Volunteer List

XV. Approve Additions/Deletions to the District Substitute List



WYOMISSING AREA SCHOOL DISTRICT  
BERKS COUNTY, PENNSYLVANIA


RESOLUTION No. 9-15-08-1


BE IT RESOLVED, this 15th day of September, 2008 that the Wyomissing Area School District authorize Brian F. Boland, Esquire and Kozloff Stoudt to enter their appearance and represent the Wyomissing Area School District in the Berks County Board of Assessment Appeals filed in the following matters:

- |    |                          |                                 |
|----|--------------------------|---------------------------------|
| 1. | Penn Street LP           | Property ID: 96-4396-11-55-6273 |
| 2. | Wyomissing Associates LP | Property ID: 96-4397-20-80-2881 |
| 3. | Bank of PA               | Property ID: 96-5307-17-00-4185 |
| 4. | Bank of PA               | Property ID: 96-5307-17-00-5167 |
| 5. | Arrow International Inc. | Property ID: 96-4397-20-90-0222 |

DULY RESOLVED, this 15th day of September, 2008, by the Board of School Directors of the Wyomissing Area School District, Berks County, Pennsylvania, in lawful session duly assembled.

WYOMISSING AREA SCHOOL DISTRICT

By:   
\_\_\_\_\_  
President

Attest:   
\_\_\_\_\_  
Secretary

WYOMISSING AREA SCHOOL DISTRICT  
BERKS COUNTY, PENNSYLVANIA


RESOLUTION No. 9-15-08-2

BE IT RESOLVED, this 15th day of September, 2008 that the Wyomissing Area School District employ Douglas A. Haring, MAI as a real estate expert in the Berks County Board of Assessment Appeals filed in the following matters:

- |     |                             |                                 |
|-----|-----------------------------|---------------------------------|
| 1.  | Penn Street LP              | Property ID: 96-4396-11-55-6273 |
| 2.  | Wyomissing Associates LP    | Property ID: 96-4397-20-80-2881 |
| 3.  | Bank of PA                  | Property ID: 96-5307-17-00-4185 |
| 4.  | Bank of PA                  | Property ID: 96-5307-17-00-5167 |
| 5.  | Arrow International Inc.    | Property ID: 96-4397-20-90-0222 |
| 6.  | Kuhn-Stitzel Partnership LP | Property ID: 93-5307-17-00-7549 |
| 7.  | Kuhn-Stitzel Partnership LP | Property ID: 93-5307-17-00-8402 |
| 8.  | Kuhn-Stitzel Partnership LP | Property ID: 93-5307-17-00-7423 |
| 9.  | Kuhn-Stitzel Partnership LP | Property ID: 93-5307-17-00-7462 |
| 10. | Kuhn-Stitzel Partnership LP | Property ID: 93-5307-17-00-7519 |

DULY RESOLVED, this 15th day of September, 2008, by the Board of School Directors of the Wyomissing Area School District, Berks County, Pennsylvania, in lawful session duly assembled.

WYOMISSING AREA SCHOOL DISTRICT

By:   
Resident

Attest:   
Secretary