

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

Daniel K. Snyder, Esq. President
Mrs. Joanne E. McCready, Vice President
Mr. Lawrence A. Fitzgerald, Treasurer
Jana R. Barnett, Esq.
Mr. David M. Deem
Mr. Randall E. Hinsey, Jr.
Mr. John A. Larkin
Mrs. Lynn T. Sakmann
Dr. Robert J. Shuttlesworth

Non Members

Mr. Arthur J. McDonnell, Board Secretary
Dr. Janet E. Kennedy, Assistant Superintendent
Dr. Shelly M. Riedel, Assistant Superintendent

Ex Officio Member

Dr. Helen H. Larson, Superintendent

SCHOOL BOARD WORK SESSION

Tuesday, January 16, 2007 – 6:00 P.M.
Community Board Room

OPENING

- I. Call to Order – Mr. Daniel K. Snyder, Board President, Presiding
- II. Pledge of Allegiance to the Flag
- III. Roll Call
- IV. Welcome to Visitors

ANNOUNCEMENT OF MEETINGS

- Regular Board Meeting – Monday, January 22, 2007, 7:30 p.m.
- Work Session – Tuesday, February 20, 2007, 6:00 p.m.
- Regular Board Meeting – Monday, February 26, 2007, 7:30 p.m.

PRESENTATIONS

- Architerra, p.c. – David Horn

RECOGNITION

- Recognition of Board Members

**January 16, 2007 Board Work Session
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BOARD ACTION

RECOGNITION

- Recognition of Fall Sport Champions (Approve Proclamation)

Board Motion
01/22/07 Meeting

BOARD LIAISON REPORTS

Board Liaison Reports/Additional Meeting Reports

- Personnel – Dr. Shuttlesworth
- Curriculum – Mrs. Sakmann
- Finance – Mr. Larkin/Mr. Fitzgerald
- Facilities – Mr. Deem
- Athletics – Mrs. McCreedy
- Technology – Mrs. Sakmann/Mr. Hinsey
- Policy – Mrs. Barnett
- Berks Career & Technology Center – Mr. Snyder
- Berks County Intermediate Unit – Mr. Hinsey
- Earned Income Tax – Mrs. McCreedy
- Legislative/PSBA – Mr. Fitzgerald
- Wyomissing Area Education Foundation – Mrs. Sakmann
- Joint Boroughs/District – Mr. Larkin/Dr. Shuttlesworth/Mr. Hinsey

Informational
01/16/07 Meeting

MINUTES

- I. Approve Board Meeting Minutes
 - Minutes of November 13, 2006 Board Work Session
 - Minutes of November 20, 2006 Board Meeting
 - Minutes of December 6, 2006 Reorganization Meeting
(Minutes will be included in 1/22/07 packet.)

Board Motion
01/22/07 Meeting

PERSONNEL

- I. January 2007 Personnel Report (Report attached.)

Board Motion
01/22/07 Meeting

CURRICULUM

- I. Approve Program of Studies for Jr./Sr. High School Courses

Board Motion
01/22/07

FINANCE/BUSINESS OFFICE

- I. Act 1 Timeline (See enclosure.)

Informational
01/16/07 Meeting

- II. Installment Tax Collection and Billing

Informational
01/16/07 Meeting

**January 16, 2007 Board Work Session
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BOARD ACTION

- | | | |
|------|--|-----------------------------------|
| III. | Update on 2007-08 budget | Informational
01/16/07 Meeting |
| IV. | Approve Financial Reports – November and December 2006
(Reports will be included in 1/22/07 packet.) | Board Motion
01/22/07 Meeting |
| V. | Ratify Transportation Agreement with The Goddard School

<i>Background Information: Agreement to transport two early intervention students to BCIU Education Center at 2101 Centre Avenue, Reading, at a rate of \$50 per day round trip, effective September 6, to November 30, 2006.</i> | Board Motion
01/22/07 Meeting |
| VI. | Ratify Transportation Agreement with The Goddard School

<i>Background Information: Agreement to transport one early intervention student to BCIU Education Center at 2101 Centre Avenue, Reading, at a rate of \$50 per day round trip, effective December 1, 2006 to June 15, 2007.</i> | Board Motion
01/22/07 Meeting |

FACILITIES

SCHOOL ACTIVITIES & ATHLETICS

- | | | |
|-----|---|-----------------------------------|
| I. | Fall Sports Review | Informational
01/22/07 Meeting |
| II. | Approve winter track trip to Penn State University on
February 16-17, 2007 | Board Motion
01/22/07 Meeting |

TECHNOLOGY

SUPERINTENDENT'S OFFICE

- | | | |
|-----|--|----------------------------------|
| I. | Authorize the Superintendent or designee to approve any work hours beyond the contract year for professional staff for the 2006-2007 budget year. These work hours beyond the contracted year will be accumulated by employee and brought to the Board for their ratification bi-annually in June and December of each year. | Board Motion
01/22/07 Meeting |
| II. | Approve School Calendar for 2007-08 (see enclosure) | Board Motion
01/22/07 Meeting |

**January 16, 2007 Board Work Session
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BOARD ACTION

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|---|-----------------------------------|
| III. Approve Instruction in the Home for two secondary students – student ID#200251 and ID#203188 effective January 23, 2007, for a maximum of 5 hours per week, as needed during the 2006-2007 school year. | Board Motion
01/22/07 Meeting |
| IV. First Reading of Policies –

(Revised)
103 – Nondiscrimination in School and Classroom Practices
115 – Vocational Technical Education
123 – Interscholastic Athletics
137.1 – Extracurricular Participation by Home Education Students
140 – Charter Schools
140.1 – Extracurricular participation by Charter/Cyber Schools
218 – Student Discipline
220 – Student Expression/Distribution and Posting of Materials
226 – Searches
233 – Suspension and Expulsion
234 – Pregnant/Married Students
235 – Student Rights and Responsibilities
235.1 – Student Surveys
239 – Student Assistance Program
919 – District/School Report Cards

(New)
207 – Confidential Communications of Students
624 – Taxable Fringe Benefits
717 – Cellular Telephones
828 – Fraud | First Reading
01/16/07 Meeting |

ADMINISTRATIVE REPORTS

- | | |
|-----------------------|-----------------------------------|
| I. Treasurer’s Report | Informational
01/16/07 Meeting |
|-----------------------|-----------------------------------|

NEW BUSINESS

**January 16, 2007 Board Work Session
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BOARD ACTION

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)

Wyomissing Area School District
Personnel Report
January 16, 2007 Work Session

- I. Ratify Administrator's Effective Employment Date –
 - a. **Michael W. Ashton**, Assistant High School Principal, effective January 16, 2007. (Mr. Ashton's appointment was approved on December 6, 2006.)
- II. Ratify Professional Appointment –
 - a. **Nicholas Wojciechowski**, LTS for Erika Homan, Grade 5, at West Reading Elementary Center, effective January 2, 2007 to the end of the 2006-07 school year at a prorated salary based on \$37,700.
- III. Approve Support Teacher for Nicholas Wojciechowski, LTS – **Rita Tomashitis**, at a stipend of \$250, effective the second semester of the 2006-07 school year.
- IV. Approve SAT Tutorial Class Instructors –
 - a. _____ Verbal Instructor at the contracted rate for a maximum of 10 hours beginning February 2007.
 - b. _____ Math Instructor at the contracted rate for a maximum of 10 hours beginning February 2007.

Background Information: The SAT test will take place on March 10. The number of teachers required is determined based on the number of student registrants. A student fee is charged.

- V. Ratify/Approve Support Staff Unpaid Leave Requests
 - a. **Sandra L. Magaro**, part-time Special Education Instructional Aide at Wyomissing Hills Elementary Center, leave on December 11, 12 & 13, 2006.
 - b. **Tina R. O'Hara**, Health Room Assistant at Wyomissing Hills Elementary Center, leave on January 16, 17, 18, & 19, 2007.
 - c. **Krista Mazur**, Special Education Instructional Aide at Wyomissing Hills Elementary Center, leave on January 2, 3, & 4, 2007.
 - d. **Linda Newkirk**, Food Service Worker at the Jr./Sr. High School, leave on March 26, 2007 to April 10, 2007.
- VI. Ratify Support Staff Resignation/Retirement –
 - a. **Sandra L. Magaro**, part-time Special Education Instructional Aide at Wyomissing Hills Elementary Center, resignation effective January 9, 2007.

Personnel Report

January 16, 2007

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- b. **Karl Klutschkowski**, Maintenance Worker/Carpenter, retirement effective December 20, 2006.

VII. Ratify/Approve Support Staff Appointments –

- a. **Stacey Riegel**, part-time Special Education Instructional Aide at Wyomissing Hills Elementary Center, 6.5 hours per day during the school year at \$9.31 per hour, effective January 16, 2007, pending receipt of all necessary documents.
- b. **Kathleen Kautz-McDade**, part-time Special Education Instructional Aide at the Jr./Sr. High School, 6.5 hours per day during the school year at \$9.98 per hour, effective January 2, 2007, pending receipt of all necessary documents.
- c. _____, full-time 12-month Maintenance Worker/Carpenter, 8 hours per day at \$_____per hour, effective_____, 2007, pending receipt of all necessary documents.
- d. _____, full-time 12-month Custodian, 8 hours per day at \$_____ per hour, effective _____, 2007, pending receipt of all necessary documents.

Jean Hentz, full-time 12-month Staff Accountant in the Business Office, at an annual salary of \$35,485 prorated effective January 2, 2007.

VIII. Approve Maternity Leave Requests –

- a. **Martha M. Lobaugh**, Music Teacher at Wyomissing Hills and West Reading Elementary Centers, effective approximately April 10, 2007 through the remainder of the 2006-07 school year.
- b. **Laura Schaeffer**, Nurse at West Reading Elementary Center, effective approximately March 27, 2007, through April 29, 2007

IX. Approve hours for support staff aides to attend CPR and first-aid training – On February 16, 2007, a staff inservice day, the following aides will attend training for a maximum of 6 hours each and be paid at their approved hourly rate: **Dorothy Lefever, Holly Miller, Kim Latino, Lisa Reichardt, Kathleen Kautz-McDade, and one additional aide to be determined.**

X. Approve After-School Support Program Instructors at Wyomissing Hills Elementary Center – The following instructors will provide a maximum of 3 hours per week (not to exceed 24 hours) of after-school instruction in reading or math effective January 9, 2007 – March 1, 2007, at \$30.50/hour:

Personnel Report

January 16, 2007

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- a. **Nancy Robinson** – 2nd grade reading
 - b. **April Bergen** – 2nd grade reading
 - c. **Kara Les** – 3rd grade reading
 - d. **Karen Sichak** – 4th grade reading
 - e. **Jennifer Lengel** – 3rd grade math
 - f. **Steve Reazor** – 4th grade math
- XI. Ratify Adjustment/Change to Supplemental Athletic Appointments for 2006-07–
- a. **Victoria Quimby**, Varsity Girls’ Basketball Co-Head Coach, 33.3 points, \$3,919 (increase of \$1,272).
 - b. **Rachel Hoffman**, Varsity Girls’ Basketball Co-Head Coach, 27.75 points, \$3,597 (increase of \$1,272).
- Background: To compensate the coaches for their increased responsibilities for the remainder of the winter season (58%), each coach will receive an additional 13 points as Co-Head Coach. This amounts to a decrease of \$376.50 from the budgeted amount.*
- XII. Approve Emergency “On-Call” Stipend – **William Hartman, Jr./Sr.** High School Principal, \$600 Emergency “On-Call” stipend for the 2006-07 school year.
- XIII. Approve In-Home Instructors –
- a. **Brenda Phillips** and **Andrew Hoffert**, to provide in-home instruction for one secondary student ID#200251 effective January 23, 2007, for a maximum of 5 hours per week at the approved contracted rate, as needed during the 2006-07 school year.
 - b. **Tony Alvarez** to provide in-home instruction for one secondary student ID#203188 effective January 23, 2007, for a maximum of 5 hours per week at the approved contracted rate, as needed during the 2006-07 school year.
- XIV. Approve District volunteer list.
- XV. Approve substitute list for professional/support staff.

Wyomissing Area School District
Addendum to Agenda
January 16, 2007, Board Meeting

PERSONNEL

- | | | |
|------|---|----------------------------------|
| I. | Ratify Support Staff Resignation – Tonya Miller , Teacher’s Instructional Aide/ESL at Wyomissing Hills Elementary Center, effective January 19, 2007. | Board Motion
01/22/07 Meeting |
| II. | Approve In-Home Instructor – Tony Alvarez to provide in-home instruction for secondary student ID#200162 effective February 2007, for a maximum of 5 hours per week at the approved contracted rate, during the 2006-07 school year. | Board Motion
01/22/07 Meeting |
| III. | Approve Maternity Leave Request – Lucinda Schaeffer , Part-time Response to Intervention Teacher at Wyomissing Hills Elementary Center, effective approximately April 15, 2007, until the beginning of the second semester of the 2007-08 school year. | Board Motion
01/22/07 Meeting |

SUPERINTENDENT’S OFFICE

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|-----|---|----------------------------------|
| I. | Approve Instruction in the Home for one secondary student – Student ID#200162 effective in February 2007, for a maximum of 5 hours per week, as needed during the 2006-07 school year. | Board Motion
01/22/07 Meeting |
| II. | Approve Expulsion of Students ID#203397 and ID#200958 in accordance with the Expulsion Agreements as presented and authorize appropriate officers of the Board to execute the Agreements. | Board Motion
01/22/07 Meeting |