

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

Monday, May 14, 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 / Public Comment on Agenda Items

ANNOUNCEMENT OF MEETINGS

- Regular Board Meeting – Monday, May 21, 2007, 7:30 p.m.

PRESENTATIONS

May 21, 2007 - Parent Involvement at Wyomissing Hills Elementary Center – Mrs. Sheila Simyak

RECOGNITION

**May 14, 2007 Board Work Session
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BOARD ACTION

BOARD LIAISON REPORTS

Informational
5/14/07 Meeting

Board Liaison Reports/Additional Meeting Reports

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

MINUTES

- I. Approve Board Meeting Minutes
 - Minutes of April 16, 2007 Work Session
 - Minutes of April 24, 2007 Board Meeting

Board Motion
5/21/2007 Meeting

PERSONNEL

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

Board Motion
5/21/2007 Meeting

CURRICULUM

- I. Textbook Approvals for the 2007-08 school year.
 - a. Change in secondary social studies textbook approved on April 24, 2007, to *Atlas of American History*, Rand McNally, Copyright 2005.
 - b. Additional English textbooks (list included as part of Board packet.)
- II. Approve Act 80 Days for 2007-08 (Proposal included as part of Board packet.)

Board Motion
5/21/2007 Meeting

Board Motion
5/21/2007 Meeting

**May 14, 2007 Board Work Session
Agenda – Page 3**

BOARD ACTION

- | | | |
|------|---|-----------------------------------|
| III. | Approve Summer ESL Program. | Board Motion
5/21/2007 Meeting |
| IV. | Approve Extended School Year Program, June 26 to August 2, 2007, 3 days per week, 3 hours per day, with 1 additional hour per week in the autistic support class. | Board Motion
5/21/2007 Meeting |

FINANCE/BUSINESS OFFICE

- | | | |
|------|---|-----------------------------------|
| I. | Present 2007-08 General Fund Proposed Final Budget. | Board Motion
5/21/2007 Meeting |
| II. | Present 2007-08 food service budget. | Board Motion
5/21/2007 Meeting |
| III. | Present 2007-08 athletic fund budget. | Board Motion
5/21/2007 Meeting |
| IV. | Approve Membership in the Berks Business Education Coalition for the 2007-08 school year and the \$500 fee. | Board Motion
5/21/2007 Meeting |
| V. | Approve BCIU Joint Purchasing Bids for copy paper, custodial supplies, medical supplies, and classroom and office supplies. | Board Motion
5/21/2007 Meeting |
| VI. | Approve 2006 Per Capita Tax Exonerations and Submission of Delinquent Per Capita to Statewide Tax Recovery. | Board Motion
5/21/2007 Meeting |

Background Information: Each year the West Reading Tax Collector and the WASD Tax office provide a list of exonerated requests, which are removed from the delinquent per capita list. The updated delinquent per capita list is then submitted to the District's delinquent tax collector, Statewide Tax Recovery. A complete list of the exonerations can be obtained from the Director of Business Affairs.

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|-------|--|-----------------------------------|
| VII. | Approve Contract with Carol H. Gilbert Consulting in the amount of \$567.46 to provide training for the food service staff on August 20, 2007. | Board Motion
5/21/2007 Meeting |
| VIII. | Appoint School Board Treasurer for the term July 1, 2007, to June 30, 2008, with no wage payments. | Board Motion
5/21/2007 Meeting |

**May 14, 2007 Board Work Session
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BOARD ACTION

- IX. Approve Tuition Rates for 2006-07 - \$9,544.59 secondary,
\$8,301.66 elementary

Board Motion
5/21/2007 Meeting

Background information: The tuition charge(s) for the fiscal year ending June 30, 2007, are based on the school's annual financial report and child accounting attendance reports submitted by the chief school administrator of the school district for the preceding school year which ended June 30, 2006. This charge(s) has been calculated in accordance with the provisions of Section 2561 of the PA Public School Code of 1949, as amended.

- X. Approve Financial Reports – April 2007
(Reports will be included in 5/21/07 packet.)

Board Motion
5/21/2007 Meeting

FACILITIES

- I. Maintenance Schedule for Athletic Fields (Schedule included as part of board packet.)

Informational
5/14/2007 Meeting

SCHOOL ACTIVITIES & ATHLETICS

- I. Athletic Field Use Recommendations (Reports included as part of board packet.)
- II. Change in Academic Eligibility Requirements.

Informational
5/14/2007 Meeting

Informational
5/14/2007 Meeting

TECHNOLOGY

SUPERINTENDENT'S OFFICE

Board Motion
5/14/2007 Meeting

- I. Approve First Reading of revised Policies –
- 603 Budget Preparation
 - 604 Budget Adoption
 - 605 Tax Levy
 - 610 Purchases Subject to Bid
 - 618 School Activities Funds

BOARD MOTION

Move that the Board of School Directors approve the revised policies for a first reading.

**May 14, 2007 Board Work Session
Agenda – Page 5**

BOARD ACTION

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|------|--|------------------------------------|
| II. | Approve Kozloff Stoudt Professional Corporation, with Brian F. Boland, Esq., for legal representation and school solicitor for the 2007-08 school year, as per the terms of the engagement letter as follows: There will be no retainer. Billing services based on the shareholders of the firm at \$140 per hour, associates at \$100 per hour, and paralegals at \$85 per hour, effective July 1, 2007, through June 30, 2008. | Board Motion
5/21/2007 Meeting |
| III. | Approve agreement with The Highlands at Wyomissing for temporary use of the district facilities in the event of an emergency. | Board Motion
5/21/2007 Meeting |
| IV. | Approve PA-Educator.Net Memorandum of Understanding for services during the 2007-08 school year at a cost of \$_____. | Board Motion
5/21/2007 Meeting |
| | <i>Background information: PA-Educator.net is a web-based database of teacher candidates in Pennsylvania. College students and others seeking teaching positions post their credentials through this organization. Districts use the service by sorting applicants by discipline, evaluating the credentials on line, and/or sending email information to all certified candidates explaining the position available.</i> | |
| V. | Approve Eagle Scout Service Project Proposal | Board Motion
5/21/2007 Meeting |
| | <i>Background information: Stephen Bonino, grade 11, presented his proposal on January 22, 2007, to set up a pre-fabricated storage shed/concession stand at WHEC baseball field and build a pitching mound. The \$3,355 cost is funded by the Wyomissing Area Little League.</i> | |
| VI. | Ratify nomination of Randall E. Hinsey, Jr., to serve as representative to the Berks County Intermediate Unit Board from July 1, 2007, to June 30, 2008. | Board Motion
5/21/2007 Meeting |
| VII. | Discussion of Substitute Calling Services | Informational
5/14/2007 Meeting |

ADMINISTRATIVE REPORTS

- | | | |
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| I. | Treasurer's Report | Informational
5/21/2007 Meeting |
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BOARD ACTION

NEW BUSINESS

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

630 Evans Avenue
Wyomissing, PA 19610

May 14, 2007

PERSONNEL REPORT

I. Approve Professional Appointments –

- a. **Jodi L. Buffington**, Health & Physical Education Teacher at the Jr./Sr. High School, based on B, Step 2, \$39,700, effective the 2007-08 school year, pending receipt of all necessary documents.

Background Information: Jodi L. Buffington graduated cum laude with a bachelor of science degree in education: health and physical education from East Stroudsburg University in December 2005. She served as a long-term substitute at Pocono Mountain East High School for the remainder of the 2005-2006 year and volunteer assistant softball coach. She assumed a full-time position in the newly completed Pocono Mountain West Junior High for the 2006-2007 school year. Jodi will replace Sue Werner.

- b. **Dana Lloyd**, English Teacher at the Jr./Sr. High School, based on M, Step 4, \$43,100, effective the 2007-08 school year, pending receipt of all necessary documents.

Background Information: Dana A. Lloyd graduated summa cum laude from the University of Pittsburgh with a bachelor of arts degree in English literature. She received her master's of education with a certification in secondary English/communications education from Temple University in August 2004. After teaching for one year in a private school in the Archdiocese of Philadelphia, Dana has been employed in the Penn-Delco School District at Sun Valley High School as an English and gifted support teacher. She will replace David Martin.

- c. **Ryan Hassler**, Mathematics Teacher at the Jr./Sr. High School, based on B, Step 1, \$38,700, effective the 2007-08 school year, pending receipt of all necessary documents.

Ryan S. Hassler will graduate from Clarion University of Pennsylvania in May 2007. Ryan was a recipient of a full Pennsylvania Board of Governor's Scholarship, was enrolled in the Clarion University Honors Program and minored in psychology. He completed his student teaching experience at Dubois Central Catholic High School where he has been finishing the term as a substitute teacher due to the medical leave of his cooperating teacher. Ryan replaces Sal Ferrarello at the high school.

- d. **Jessica Lengle**, Special Education Teacher at the Wyomissing Hills Elementary Center, based on B+15, Step 4, \$41,600, effective the 2007-08 school year, pending receipt of all necessary documents.

Background Information: Jessica Lengle graduated from Albright College, achieving Dean's List with a bachelor of science degree in psychobiology in 2002. She completed the special education and elementary education certification programs in 2003. She is currently pursuing a master's degree in elementary education and is a member of Alpha Epsilon Lambda Honor Society at Kutztown University. Her teaching experience with the Boyertown School District includes 3rd and 4th grade learning support from July

2005 to present, 3rd grade in 2004-2005, and 5th and 6th grade learning support from March to June 2004. During the summer of 2005, she was an ESY learning support teacher for elementary students in the Wyomissing Area School District. Jessica will fill a new position.

- e. **Rachel M. Unger**, Special Education Teacher at the Jr./Sr. High School, based on B, Step 1, \$38,700, pending receipt of all necessary documents.

Background Information: Rachel graduated magna cum laude and received the Academic Distinction Award from Millersville in 2005, receiving her bachelor's degree with dual certification in elementary and special education, as well as in middle school math grades 7-9. She also completed the Urban Education Program at Millersville in 2005. Rachel is presently pursuing a Graduate Teacher Program in Educational Development and Strategies at Wilkes University. She completed her student teaching experience in special education and elementary education at the Reading School District. She is presently a teacher at Huntington Learning Center in Wyomissing, working one on one with students, ages 5-11 years. She also worked as a substitute teacher at Conrad Weiser, Tulpehocken, Wilson, Governor Mifflin, and Reading Area School Districts and as a summer school teacher at Conrad Weiser School District. Rachel will replace Peg Houser.

- f. _____, Special Education Teacher at the Jr./Sr. High School.

Background Information: To be provided.

- g. _____, Art Teacher at the Elementary Schools.

Background Information: To be provided.

- II. Approve Administrator Appointment – _____ Principal at the Jr./Sr. High School effective date to be determined, at \$ _____ per year.

Background Information: To be provided.

- III. Ratify Support Teacher – **Toni Wengerd**, support teacher to Carrie Thomas, LTS music teacher at Wyomissing Hills Elementary Center, for the 2nd semester of the 2006-07 school year, with a \$250 stipend.

- IV. Approve Support Staff Resignation – **Kylee J. Carlson**, Special Education Instructional Aide at West Reading Elementary Center, effective June 8, 2007.

- V. Approve Support Staff Retirement – **Harvey D. Gechter**, Van Driver, effective June 8, 2007.

- VI. Ratify/Approve Staff Unpaid Leave Requests and Extension to Leave –

- a. **Lisa L. Richter**, Teacher's Instructional Aide, leave effective from August 27, 2007, until November 30, 2007.

- b. **Joan Brenner**, Substitute Caller, leave on May 9, 10, 11 & 14, 2007.
 - c. **Creeda Kurowski**, Food Service Worker at the Jr./Sr. High School, leave from January 18, 2007, through the end of the 2006-07 school year. (At the March 26, 2007, Board meeting, Creeda's leave was approved with a return date to be determined.)
- VII. Approve Part-Time Energy Educator/Manager for 2007-08 – **Chris Nugent**, at an annual stipend of \$20,500 for the 2007-08 fiscal year (The stipend is the result of energy saving measures guaranteed by Energy Education.)
- Background Information: The actual revenue for the stipend is the savings realized from implementing Energy Educator's energy savings measure. If the savings fall short of \$20,500, Energy Educator pays the district the difference as per the contract.*
- VIII. Ratify Supplemental Activity Appointments –
- a. **Heidi Stobbart**, German Club Advisor, 2nd semester of the 2006-07 school year, at \$318.00.
 - b. **Kathryn Hudson**, Handbell Club Advisor, 4th quarter of the 2006-07 school year, at the prorated amount of \$218.75.
- IX. Approve Supplemental Activity Advisor Resignations effective the end of the 2006-07 school year –
- a. **Mark Flannery**, Senior Class Advisor and Coordinator of School Spirit
 - b. **David Martin**, Colloquy
 - c. **Salvatore Ferrarello**, Senior High School Math Team
 - d. **Maria Gernert**, Co-Advisor, Cooking Club
 - e. **Chris Nugent**, Co-Advisor, Science Olympiad
 - f. **Christopher Rada**, Co-Advisor, Spanish Club
 - g. **Mariel Jordan**, Co-Producer, Junior High Drama Club
 - h. **Debra J. Hottenstein**, Co-Producer, Jr. High Drama Club
- X. Approve New & Revised Position Guides –
- a. Director of Personnel (New)
 - b. Secretary to Director of Personnel (New)
 - c. Benefits Coordinator (New)
 - d. Business Office Secretary (Revised)
 - e. Business Office Secretary, Payroll (Revised)
- XI. Approve District volunteer list.
- XII. Approve substitute list for professional/support staff.