

## 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 21<sup>st</sup> 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. Shelly M. Riedel, Assistant Superintendent

#### Ex Officio Member

Dr. Helen H. Larson, Superintendent

## SCHOOL BOARD WORK SESSION

Monday, June 18, 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, June 25, 2007, 7:30 p.m.

### PRESENTATIONS

- Energy Education Update – Chris Nugent

### RECOGNITION

**June 18, 2007 Board Work Session  
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**BOARD ACTION**

**BOARD LIAISON REPORTS**

Informational  
6/18/07 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 May 14, 2007 Work Session
  - Minutes of May 21, 2007 Board Meeting

**(Will be provided with 6/25/07 packet.)**

Board Motion  
6/25/2007 Meeting

**PERSONNEL**

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

Board Motion  
6/25/2007 Meeting

**CURRICULUM**

- I. Textbook Approval for the 2007-08 school year.
  - a. Spanish VI: Intermediate Composition & Conversation, Punto y Aparte, McGraw-Hill, 2007, \$988.
- II. Update on Tech Paths (a curriculum mapping system).

Board Motion  
6/25/2007 Meeting

**FINANCE/BUSINESS OFFICE**

- I. Approval of Final Budget for 2007-08

Board Motion  
6/25/2007 Meeting

**June 18, 2007 Board Work Session  
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**BOARD ACTION**

The Final 2007-2008 General Fund Budget for the following expenditures is recommended for approval:

1000 Instruction .....	\$14,388,148
2000 Supporting Services .....	8,672,198
3000 Operation of Non-Instructional Services .....	242,884
4000 Facilities, Acquisition & Construction .....	-0-
<u>5000 Financing Uses .....</u>	<u>4,471,273</u>
<b>TOTAL GENERAL BUDGET EXPENSES .....</b>	<b>\$27,774,503</b>

and that the Board re-enact the following local taxes for the 2007-2008 school year:

1. Real Estate Tax ..... 25.17 Mills
2. Emergency & Municipal Services (to a maximum of) ..... \$10.00
  - Wyomissing Borough ..... \$5.00
  - West Reading Borough ..... \$5.00
3. Earned Income Tax ..... 1.0%
4. Business Privilege Tax (to a maximum of) ..... 1.5 Mills
5. Per Capita Tax, Act 679 ..... \$5.00
6. Per Capita Tax, Act 511 (to a maximum of) ..... \$10.00
  - Wyomissing Borough ..... \$5.00
  - West Reading Borough ..... \$5.00
7. Real Estate Transfer Tax (to a maximum of) ..... 1.0%
  - Wyomissing Borough ..... .5%
  - West Reading Borough..... .5%

The budget includes all staff positions and salaries, and requires a 1.33 mill tax increase.

II. Approve Resolution No. 6-25-07 Realty Transfer Tax

Board Motion  
6/25/2007 Meeting

*Background Information: Our prior resolution for the collection of this tax was adopted prior to the change in the law regarding the collection of delinquent Real Estate transfer taxes. This new resolution will align our resolution with the state department of revenue's and allow us to participate in their delinquent collection program.*

III. Austill's Rehabilitation Services Agreement for 2007-08.

Board Motion  
6/25/2007 Meeting

*Background Information: Austill's Rehabilitation Services, Inc., has provided therapy services to the district since 1997. There is no rate increase in the \$57/hour rate for the service agreement through June 30, 2008.*

**June 18, 2007 Board Work Session  
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**BOARD ACTION**

- IV. Approve Submission of Consolidated Application for Federal Programs.
- Title I – \$232,100  
Title IIA – \$42,230  
Title V – \$1,758  
Accountability Block Grant – \$77,937
- V. Approve \$2000 Stipend from Title I Funds to Dr. Marcia Moyer to serve as Federal Programs and Accountability Block Grant Coordinator.
- VI. Approve School District Depositories for 2007-08.
- |                |  |
|----------------|--|
| Sovereign Bank | National Penn Bank                             |
| PA INVEST      | Pennsylvania School District Liquid Asset Fund |
| Fulton Bank    | Pennsylvania Local Government Investment Trust |
| Wachovia Bank  |  |
- VII. Approve CARON contract for 2007-08, \$3,760.
- Background Information: The CARON Contract for 2007-08 will continue to provide drug and alcohol prevention and intervention services, as well as student evaluations and SAP team consultations, as part of the Wyomissing Area School District student assistance program at a cost of \$3,760 per year for a half-day service each week.*
- VIII. Ratify Budgetary Transfers to date for 2006-07 fiscal year. As of May 31, 2007, \$\_\_\_\_\_ of budgetary transfers have been performed.
- IX. Approve Budgetary Transfers for 2006-07 until after June 30, 2007.
- Background information: The audit for the 2006-07 fiscal year will take place over the summer months into the fall. Preparation for the audit will require additional budget transfers to be made. This agenda item will defer and approve the Director of Business Affairs to authorize all of the necessary budgetary transfers required for the 2006-2007 fiscal year until after June 30, 2007.*
- X. Approve payment of properly approved vendor invoices for the General Fund, Athletic, Food Service, and the 2003 G. O. Bond.

**June 18, 2007 Board Work Session  
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**BOARD ACTION**

- |  |                                   |
|--|-----------------------------------|
| XI. Approve Financial Reports – May 2007<br><b>(Reports will be included in 6/25/07 packet.)</b> | Board Motion<br>6/25/2007 Meeting |
|--|-----------------------------------|

**FACILITIES**

**SCHOOL ACTIVITIES & ATHLETICS**

- |   |                                   |
|---|-----------------------------------|
| I. Approve Athletic Supply Bids for 2007-08 in the amount of<br>\$_____ (bid opening June 25, 2007 with list to be provided).   | Board Motion<br>6/25/2007 Meeting |
| II. Approve YMCA Agreement and Addendum   | Board Motion<br>6/25/2007 Meeting |
| <i>Background Information: The contract with the YMCA is for the Wyomissing Area School District's use of the pool and timing system effective through May 31, 2008, in the amount of \$8,500 (which includes an addendum covering use of the timing system for \$500).</i> |                                   |

**TECHNOLOGY**

- |  |                                   |
|--|-----------------------------------|
| I. Approve contract with SchoolWorld for the district's web hosting/<br>development services contract for the 2007-08 school year at a<br>cost of \$12,000 payable July 1, 2007. | Board Motion<br>6/25/2007 Meeting |
|--|-----------------------------------|

**SUPERINTENDENT'S OFFICE**

- |   |                                   |
|---|-----------------------------------|
| I. Approve First Reading of Revised/New Policies –        | Board Motion<br>6/18/2007 Meeting |
| 210 Use of Medications                                    |                                   |
| 210.1 Possession of Asthma Inhalers                       |                                   |
| 302 Employment of Superintendent/Assistant Superintendent |                                   |
| 303 Employment of Administrators                          |                                   |
| 324 Personnel Files (Administrators)                      |                                   |
| 404 Employment of Professional Employees                  |                                   |
| 405 Employment of Substitute Professional Employees       |                                   |
| 406 Employment of Summer School Staff                     |                                   |
| 407 Student Teachers/Interns                              |                                   |
| 424 Personnel Files (Professional Employees)              |                                   |
| 504 Employment of Classified Employees                    |                                   |
| 524 Personnel Files (Classified Employees)                |                                   |
| 505 Employment of Substitute and Short-Term Employees     |                                   |
| 707 Use of School Facilities                              |                                   |

**June 18, 2007 Board Work Session  
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**BOARD ACTION**

- 805 Emergency Preparedness
- 806 Child/Student Abuse
- 807 Opening Exercises/Flag Displays
- 818 Contracted Services
- 912.1 Research Involving District Student, Faculty, & Staff (NEW)

**BOARD MOTION**

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

- |       |   |                                    |
|-------|---|------------------------------------|
| II.   | Approve Alternative Education/Placement Agreement with Student ID#203189 for the 2007-08 school year as presented and authorize the appropriate officers of the Board to execute the agreement. | Board Motion<br>6/25/2007 Meeting  |
| III.  | Approve Chorale Field trip to NYC on February 29 through March 1, 2008.   | Board Motion<br>6/25/2007 Meeting  |
| IV.   | K-12 Discipline Report  | Informational<br>6/18/2007 Meeting |
| V.    | Drop-out Rate   | Informational<br>6/18/2007 Meeting |
| VI.   | High School Transition Team – Dr. Melissa Brewer  | Informational<br>6/18/2007 Meeting |
| VII.  | 2007-08 Marching Band Participation   | Informational<br>6/18/2007 Meeting |
| VIII. | Video Production for the U.S. Environmental Protection Agency   | Informational<br>6/18/2007 Meeting |
| IX.   | District Office and Building Level Summer Schedule  | Informational<br>6/18/2007 Meeting |
| X.    | Schedule for August Board Meetings  | Informational<br>6/18/2007 Meeting |
| XI.   | June 5, 2007, Retirement Dinner   | Informational<br>6/18/2007 Meeting |
| XII.  | Berks County Schools' Health Consortium   | Informational<br>6/18/2007 Meeting |

**June 18, 2007 Board Work Session  
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**BOARD ACTION**

**ADMINISTRATIVE REPORTS**

- I. Treasurer's Report

Informational  
6/25/2007 Meeting

**OLD BUSINESS**

**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

**June 18, 2007 Work Session**

**PERSONNEL REPORT**

- I. Approve Professional Staff Resignations –
- a. **Cynthia L. Kuczala**, Elementary Teacher (2<sup>nd</sup> Grade) at Wyomissing Hills Elementary Center, effective the end of the 2006-07 school year.
  - b. **Marc Walter**, Elementary Teacher (6<sup>th</sup> Grade) at West Reading Elementary Center, effective June 16, 2007.
- II. Approve Administrators Resignations –
- a. **Arthur J. McDonnell**, Director of Business Affairs, effective on or about July 13, 2007.
- III. Approve Support Staff Resignations –
- a. **Karen Badinger**, Personnel/Business Office Secretary, effective June 29, 2007.
  - b. **April Bergen**, Special Education Instructional Aide at Wyomissing Hills Elementary Center, effective June 7, 2007.
  - c. **Joyce M. Myers**, Special Education Instructional Aide at Wyomissing Hills Elementary Center, effective June 8, 2007.
  - d. **Patricia Kelley**, part-time Teachers Instructional Aide, ESL, at Wyomissing Hills Elementary Center, effective at the end of the 2007-08 school year.
  - e. **Ann E. Brugger**, part-time Library Aide, at Wyomissing Hills Elementary Center, effective June 8, 2007.
- IV. Approve Administrator Start Date – **Kathleen A. Garman**, Director of Personnel, effective July 2, 2007.
- V. Approve Professional Staff Appointments –
- a. **Jo Ellen Cobb**, 2<sup>nd</sup> Grade Teacher at Wyomissing Hills Elementary Center effective the 2007-08 school year, at B, Step 5, \$41,450, pending receipt of all necessary documents.  
*Background Information: Mrs. Cobb worked as a long-term substitute at West Reading elementary during the 2006-07 school year. She is a graduate of Friends University in Kansas with a B. S. in Elementary Education. She has five years' experience teaching second grade, first at Holy Savior Catholic Academy and then at Shawnee Mission School District in Kansas.*
  - b. \_\_\_\_\_, Speech & Language Therapist, based on \_\_\_\_\_, effective August 16, 2007, pending receipt of all necessary documents.  
*Background Information: Will be provided.*
  - c. \_\_\_\_\_, Special Education Teacher at the high school \_\_\_\_\_ .  
*Background Information: Will be provided.*



d. \_\_\_\_\_, Special Education Teacher at the high school .

*Background Information: Will be provided.*

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

*Background Information: Will be provided.*

VII. Approve Professional Employee Status – **Stephanie Heffner**, 3<sup>rd</sup> grade teacher.

*Background Information: As a temporary professional employee, Stephanie completed three years of satisfactory service to the Wyomissing Area School District and therefore is entitled to become a professional employee subject to the provision of the “Public School Code of 1949.”*

VIII. Ratify Staff Unpaid Leave Requests –

a. **Stacey Riegel**, Special Education Instructional Aide, leave effective May 21-25, 2007.

b. **Krista Mazur**, Special Education Instructional Aide, leave effective May 23-35, 2007.

IX. Approve Supplemental Activity Advisor Resignations – Resignations effective at the end of the 2006-07 school year -

a. **Barbara Scaramastra**, Draw Squad Advisor

b. **Mariel Jordan**, Yearbook Business Manager

c. **Cathryn Barra**, Drill Instructor

d. **Shirley Gashi**, Science Department Chair

X. Approve Revised Position Guide for Employee Benefits Coordinator (Guide provided in Board packet.)

XI. Approve Work Outside the Contract Year completed during the 2006-07 school year. List included as part of the board packet.

XII. Approve Proposed Work Outside Contracted Year and Extra Staff Development Days for 2007-08 at the approved professional contract rate or support staff hourly rate. List included as part of board packet.

*Background Information: These are the tasks that teachers typically accomplish during the summer at an administrator’s request.*

XIII. Approve contracted service with **Mary Rebecca Freymoyer** to update translated Spanish text in district calendar for 2007-08 at a stipend of \$50.

XIV. Approve Instructors and Aides for 2007 District Summer Programs (List provided in Board Packet.)

XV. Approve Supplemental Activity/Club Advisors for the 2007-08 (List will be provided in 6/25/07 Board packet.)

XVI. Approve Department Chairs for the 2007-08 school year at a stipend of \$1,750.

- a. Matthew Babiarz, Health & Physical Education
- b. Crisanne Bansner, Mathematics
- c. James Comerford, English
- d. Maria Gernert, World Languages
- e. Melissa Kreps, Guidance
- f. Sharon Luyben, Music
- g. Jennifer Mangold, Social Studies
- h. Curtis Minich, Technology
- i. Jennifer Bowe, Art
- j. Andrew Hoffert, Special Education
- k. John Yoder, Science

XVII. Approve Support Teachers for new professional Staff 2007-08 with a \$500 stipend –

<i>Support Teacher</i>	<i>Inductee</i>	<i>Assignment</i>
<b>Matthew Babiarz</b>	Jodi Buffington	Health & Physical Education
<b>Christine Orzechowski</b>	Dana Lloyd	English
<b>Michelle McMahon</b>	Julie Linsey	Chemistry
<b>Corinne Fecho</b>	Ryan Hassler	Mathematics
<b>Christine Helinek</b>	Robert Kucharzcuk	Art

XVIII. Approve bonus payments to substitutes for the second semester of the 2006-07 school year to be paid in July 2007.

XIX. Approve Athletic Payments for Spring Coaches' Extended Season Salaries \$12,764 (List provided in Board packet.)

XX. Ratify Payment for Spring Season Athletic Event Workers \$2,449 (List provided in Board packet.)

XXI. Approve Supplemental Athletic Point Value, \$80.50.

XXII. Approve Supplemental Athletic List for Fall Sports 2007-08 (List provided in Board packet.)

XXIII. Approve Support Staff Salaries for 2007-08 effective July 1, 2007.

XXIV. Approve Administrator Salaries for 2007-08 effective July 1, 2007.

XXV. Approve District volunteer list.

XXVI. Approve substitute list for professional/support staff.