

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. Shelly M. Riedel, Assistant Superintendent

Ex Officio Member

Dr. Helen H. Larson, Superintendent

SCHOOL BOARD MEETING

Monday, June 25, 2007 – 7:30 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

- Work Session – Monday, August 13, 2007, 6:00 p.m.
- Regular Board Meeting – Monday, August 20, 2007, 7:30 p.m.

PRESENTATIONS

RECOGNITION

**June 25, 2007 Board Meeting
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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 – 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
 - Minutes of June 18, 2007 Work Session

BOARD MOTION

Move that the Board of School Directors approve the minutes of the above-listed meetings.

PERSONNEL

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

BOARD MOTION

Move that the Board of School Directors approve the Personnel Report for June 2007.

CURRICULUM

- I. Approve textbook, Spanish VI: Intermediate Composition & Conversation, Punto y Aparte, McGraw-Hill, 2007, \$988, for the 2007-08 school year.

BOARD MOTION

Move that the Board of School Directors approve the Curriculum item noted.

FINANCE/BUSINESS OFFICE

- I. Approval of Final Budget for 2007-08

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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>
TOTAL GENERAL BUDGET EXPENSES	\$27,774,503

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 Borough5%
 - 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

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

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.

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

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V. Ratify BCIU Transportation Contracts for 2006-07. List provided as part of Board packet.

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, \$1,393,627 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.

XI. Approve Financial Reports – May 2007

BOARD MOTION

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

FACILITIES

SCHOOL ACTIVITIES & ATHLETICS

I. Approve Athletic Supply Bids for 2007-08 in the amount of \$_____ (bid opening June 25, 2007 with information to be provided at the meeting).

BOARD MOTION

Move that the Board of School Directors approve the School Activities & Athletic item as noted.

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- II. The Spring Sports Season Report and 2006-07 Year End Sports Summary are enclosed in Board packets for information purposes.

TECHNOLOGY

- I. Approve contract with SchoolWord for the district's web hosting/ development services contract for the 2007-08 school year at a cost of \$12,000 payable July 1, 2007.

- II. Approve Apple Computer Lease at an annual cost of \$58,034.86 effective July 2007.

Background Information: A lease was originally approved in July 2005 at a cost of \$64,777 per year. By renewing our lease at the current rates, several pieces of older equipment could be replaced while cutting the annual cost. The revised lease also includes software updates for the district's Apple systems for 3 years. The current licensing expired in January 2007.

BOARD MOTION

Move that the Board of School Directors approve the Technology items as noted.

SUPERINTENDENT'S OFFICE

- I. Approve Adoption of Revised/New Policies –

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

- 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.

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- III. Approve Instruction in the Home – Instruction for one secondary student, ID #203160, for a maximum of 5 hours per week, effective the beginning of the 2007-08 school year for approximately 6 weeks.
- IV. Approve Chorale Field trip to NYC on February 29 through March 1, 2008.

BOARD MOTION

Move that the Board of School Directors approve the Superintendent's Office items.

ADMINISTRATIVE REPORTS

- I. Treasurer's Report

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)

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PERSONNEL REPORT

- I. Approve Professional Staff Resignations –
 - a. **Cynthia L. Kuczala**, Elementary Teacher (2nd Grade) at Wyomissing Hills Elementary Center, effective the end of the 2006-07 school year.
 - b. **Marc Walter**, Elementary Teacher (6th 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.
 - b. **Dr. Shelly M. Riedel**, Assistant Superintendent, Secondary Education, effective 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 Support Staff Transfers –
 - a. **Michael Cawley**, transfer from current position as System Support Specialist to Network Communications Manager, effective July 2, 2007, at his current salary plus the 2007-08 approved support staff increase.
 - b. **Deborah Mould**, transfer from current position as Secretary to the Superintendent & Assistant Superintendent to Employee Benefits Coordinator, effective July 2, 2007, at her current salary plus the 2007-08 approved support staff increase.

- V. Approve Administrator Start Date – **Kathleen A. Garman**, Director of Personnel, effective July 2, 2007.

- VI. Approve Professional Staff Appointments –
 - a. **Jo Ellen Cobb**, 2nd 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.

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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. Ms. Cobb replaces Mrs. Cynthia L. Kuczala.

- b. **Mary Reinert**, Special Education Teacher at the high school, effective the 2007-08 school year, at B+15, Step 5, \$43,100, pending receipt of all necessary documents.

Background Information: Mrs. Reinert is a graduate of Kutztown University where she majored in special education and elementary education. She has been employed for five years as a learning support teacher in the Reading School District and prior to that worked for three summers as an ESY Life Skills teacher at the Brandywine Heights and Boyertown School Districts through the BCIU summer program.

- c. _____, Speech & Language Therapist, based on _____, effective the 2007-08 school year, pending receipt of all necessary documents.

Background Information: Will be provided.

- VII. Approve In-Home Instructor – **Tony Alvarez**, special education teacher, to provide instruction for one grade 9 student, ID #203160, for a maximum of 5 hours per week effective the beginning of the 2007-08 school year, at the contract rate for approximately 6 weeks.

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

Background Information: Will be provided.

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

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

- XI. Approve Professional Employee Status –

- a. **Kendall Babiarz**, 1st grade teacher
- b. **Stephanie Heffner**, 3rd grade teacher
- c. **Mariel Jordan**, high school English teacher
- d. **Mary Rebecca Freymoyer**, Elementary ESL/Spanish teacher

Background Information: As temporary professional employees, they have completed three years of satisfactory service to the Wyomissing Area School District and therefore are entitled to become a professional employee subject to the provision of the "Public School Code of 1949."

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- XII. 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.
- XIII. 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
- XIV. Approve Revised Position Guide for Employee Benefits Coordinator.
- XV. Approve Work Outside the Contract Year completed during the 2006-07 school year.
- XVI. 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.
- Background Information: These are the tasks that teachers typically accomplish during the summer at an administrator's request.*
- XVII. Approve contracted service with **Mary Rebecca Freymoyer** to update translated Spanish text in district calendar for 2007-08 at a stipend of \$50.
- XVIII. Approve Title I Fund Stipend of \$2000 to **Dr. Marcia Moyer** to serve as Federal Programs and Accountability Block Grant Coordinator.
- XIX. Approve Instructors and Aides for 2007 District Summer Programs.
- XX. 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

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

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

XXII. Approve bonus payments of \$11,200 to substitutes for the second semester of the 2006-07 school year to be paid in July 2007.

XXIII. Approve Athletic Payments for Spring Coaches' Extended Season Salaries \$12,764.

XXIV. Ratify Payment for Spring Season Athletic Event Workers \$2,449.

XXV. Approve Supplemental Athletic Point Value, \$80.50, effective the 2007-08 school year.

XXVI. Approve Supplemental Athletic List for Fall Sports 2007-08.

XXVII. Approve Supplemental Activity/Club Advisors for the 2007-08 school year.

XXVIII. Approve District volunteer list.

XXIX. Approve substitute list for professional/support staff.

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Wyomissing Area School District
Addendum to Agenda
June 25, 2007 Board Meeting

SCHOOL ACTIVITIES & ATHLETICS (page 4)

- I. Approve Athletic Supply Bids for 2007-08 in the amount of \$22,660.39

General sport supplies:

<u>VENDOR</u>	<u>AMOUNT NOT TO EXCEED</u>
AAE	\$625.00
BSN	\$1537.75
Garden State	\$2988.62
Kelly's	\$3393.35
Longstreth	\$617.60
M-F	\$119.00
Riddell	\$2979.50
Sportsman's	\$7722.04
Triple Crown	\$2677.53
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Total	\$22,660.39

PERSONNEL (pages 7-10)

- IV. Correction to Support Staff Transfer – **Michael Cawley**, transfer from System Support Specialist to Network Communications Manager, effective July 2, 2007, at \$35,401 plus the 2007-08 approved support staff increase.
- VIII. Approve Administrator Appointment – **Dr. Cynthia Speace**, Principal at the Jr./Sr. High School effective date to be determined, at \$104,700 per year.

Background information: Dr. Cynthia Speace received her doctorate in educational administration from Immaculata University. She earned a bachelor of arts degree in German and education from St. Joseph's University; a master's in German from Temple University; and her principal certification from Penn State-Great Valley. Since November 2001 she has been serving the Manheim Township High School as a Community Principal. She was previously employed as an assistant principal at Boyertown Area Senior High School and Garden Spot High School.

- XXV. Approve Supplemental Activity Point Value, \$80.50, effective the 2007-08 school year.

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- XXX. Approve Aide for the 2007 Extended School Year Program (ESY) – **Lisa Hoff**, aide in the Autistic Support ESY Class at Wyomissing Hills Elementary Center, effective June 26, 2007, through August 2, 2007, at her approved hourly rate, not to exceed 51 hours.