

WYOMISSING AREA SCHOOL DISTRICT 2007-3845

Minutes June 25, 2007

The regular meeting of the Board of School Directors convened at 7:30 p.m. in the Community Board Room of the Jr./Sr. High School with Mr. Snyder, Board President, presiding.

PLEDGE OF ALLEGIANCE

Following the pledge, the secretary called the roll of board members.

Board Members Present: Mrs. Barnett, Mr. Deem, Mr. Fitzgerald, Mr. Hinsey, Mrs. McCready, Mrs. Sakmann, Dr. Shuttlesworth, and Mr. Snyder.

Board Member Absent: Mr. Larkin

Administrative Staff Present: Dr. Larson, Mr. Laubach, Mrs. Mason, Mrs. Steele, Mrs. Whye, Mr. Ashton, Ms. Garman, and Mr. McDonnell.

Attendees: Mr. Brian Boland, Kozloff Stoudt and recording secretary, Diane Schaeffer. Sign-in sheet included as part of these official minutes.

WELCOME

President Snyder announced that an executive session was held prior to the beginning of the board meeting to discuss personnel matters.

PUBLIC COMMENTS

There were no public comments on agenda items.

ANNOUNCEMENT OF MEETINGS

Mr. Snyder announced the next scheduled meetings on August 13, 2007, at 6:00 p.m. and August 20, 2007, at 7:30 p.m.

LIAISON REPORTS

There were no liaison reports.

APPROVED MEETING MINUTES

Upon motion by Mrs. Barnett, second by Mr. Fitzgerald, the minutes of the following meetings were approved and included as part of these official minutes.

- Minutes of May 14, 2007 Work Session
- Minutes of May 21, 2007 Board Meeting
- Minutes of June 18, 2007 Work Session

Yeas: 8.
Nays: 0. Motion carried.

ADDENDUM TO PERSONNEL REPORT

Mr. Snyder noted an addendum to the agenda was distributed and includes personnel items and the athletic supply bids for 2007-08. Addendum included as part of these official minutes.

DELETION OF PERSONNEL ITEM - ADMINISTRATOR SALARIES

Mr. Snyder indicated that item X. on the Personnel Report – administrator salaries for 2007-08 will be deleted from the agenda.

WYOMISSING AREA SCHOOL DISTRICT 2007-3846

Minutes June 25, 2007

PERSONNEL

Upon motion by Dr. Shuttlesworth, second by Mrs. Barnett, the Board approved the Personnel Report and addendum items for June 25, 2007. Personnel report and addendum included as part of these official minutes.

Yeas: Barnett, Deem, Hinsey, Sakmann, Shuttlesworth, and Snyder. McCready (with abstentions)

Abstained: McCready abstained on the following –

- Professional Employee Status – Mrs. Babiarz
- Health & Physical Dept. Chair – Mr. Babiarz
- Support Teacher – Mr. Babiarz
- Spring Coaches' Extended Season Salary – Mr. Babiarz
- Spring Season Athletic Season Workers – Curran McCready

Nays: Fitzgerald. Motion carried.

CURRICULUM

SPANISH TEXTBOOK
APPROVED

Upon motion by Mrs. Sakmann, second by Mrs. McCready, the Board approved the textbook, Spanish VI: Intermediate Composition & Conversation, Punto y Aparte, McGraw-Hill, 2007, \$988, for the 2007-08 school year.

Yeas: Barnett, Deem, Fitzgerald, Hinsey, McCready, Sakmann, Shuttlesworth, and Snyder.

Nays: None. Motion carried.

**FINANCE/BUSINESS
OFFICE**

Upon motion by Mrs. McCready, second by Mr. Hinsey, the Finance/Business Office items were approved as follows:

APPROVED GENERAL
FUND BUDGET
2007-08

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

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

WYOMISSING AREA SCHOOL DISTRICT 2007-3847

Minutes June 25, 2007

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 Borough5%

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

APPROVED REALTY
TRANSFER TAX
RESOLUTION

Resolution enacting a realty transfer tax and other tax related provisions pursuant to Article XI-D or the Tax Reform Code of 1971, and authorizing the Department of Revenue of the Commonwealth of PA to determine, collect and enforce the tax. Copy of resolution included as part of official minutes.

APPROVED
AUSTILL'S
REHABILITATION
SERVICES
AGREEMENT

Agreement with Austill's Rehabilitation Services for the 2007-08 school year at \$57 per hour. Agreement included as part of official minutes.

APPROVED
SUBMISSION OF
FEDERAL PROGRAM
APPLICATIONS

Submission of Consolidated Application for Federal Programs:
Title I – \$232,100
Title IIA – \$42,230
Title V – \$1,758
Accountability Block Grant – \$77,937

RATIFIED BCIU
TRANSP. CONTRACTS

Ratified BCIU transportation contracts for 2006-07. List included as part of official minutes.

APPROVED SCHOOL
DISTRICT
DEPOSITORIES

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

APPROVED CARON
CONTRACT

Caron contract for 2007-08 to provide drug and alcohol prevention and intervention services, as well as student evaluations and SAP team consultations at a cost of \$3,760 per year for a half-day service each week.

RATIFIED BUDGET
TRANSFERS

Transfers as of May 31, 2007, totaling \$1,393,627.

WYOMISSING AREA SCHOOL DISTRICT 2007-3848

Minutes June 25, 2007

APPROVED BUDGET TRANSFERS

In preparation for the audit, additional budget transfers will be made. The Director of Business Affairs was approved to authorize all of the necessary budgetary transfers required for the 2006-2007 fiscal year until after June 30, 2007.

APPROVED PAYMENT OF INVOICES

Payment of vendor invoices for the General Fund, Athletic Fund, Food Service Fund, and the 2003 G.O. Bond.

APPROVED FINANCIAL REPORTS

Financial Reports – May 2007 included as part of these official minutes.

Yeas: Barnett, Deem, Fitzgerald, Hinsey, McCready, Sakmann, Shuttlesworth, and Snyder.

Nays: None. Motion carried.

FACILITIES

There were no agenda items for Board approval.

SCHOOL ACTIVITIES & ATHLETICS

Upon motion by Mrs. Barnett, second by Mr. Fitzgerald, the Athletic Supply Bids for 2007-08 in the amount of \$22,660.39 were approved. Vendor list provided on the addendum and included as part of these official minutes.

Yeas: Barnett, Deem, Fitzgerald, Hinsey, McCready, Sakmann, Shuttlesworth, and Snyder.

Nays: None. Motion carried.

The spring sports season report and 2006-07 year-end summaries were provided to the board members for review.

TECHNOLOGY

Upon motion by Mrs. McCready, second by Mrs. Sakmann, the following technology items were approved:

APPROVED CONTRACT WITH SCHOOLWORD

Contract with SchoolWorld 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.

APPROVED APPLE COMPUTER LEASE

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

Yeas: Barnett, Deem, Fitzgerald, Hinsey, McCready, Sakmann, Shuttlesworth, and Snyder.

Nays: None. Motion carried.

SUPERINTENDENT'S OFFICE

Upon motion by Mrs. McCready, second by Mrs. Sakmann, the Board approved the following items on the Superintendent's Report:

WYOMISSING AREA SCHOOL DISTRICT 2007-3849

Minutes June 25, 2007

APPROVED ADOPTION OF POLICIES

Adoption of 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)

APPROVED ALTERNATIVE ED./PLACEMENT AGREEMENT

Alternative Education/Placement Agreement with Student ID#203189 for the 2007-08 school year as presented and authorizes the appropriate officers of the Board to execute the agreement.

APPROVED INSTRUCTION IN THE HOME

Instruction in the home 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.

APPROVED CHORALE FIELD TRIP TO NYC

Chorale field trip to NYC from February 29, through March 1, 2008.

Yeas: Barnett, Deem, Fitzgerald, Hinsey, McCreedy, Sakmann, Shuttlesworth, and Snyder.

Nays: None. Motion carried.

Dr. Larson introduced Kathleen Garman, the district's new Director of Human Resources. The Board welcomed her to the district.

Dr. Larson announced Dr. Riedel's planned departure to assume the position of Superintendent of the Donegal School District on July 13, 2007.

Mr. Snyder announced that Mr. McDonnell, Director of Business Affairs and Board Secretary, was attending his last meeting before leaving for the Tredyffrin-Easttown School District.

WYOMISSING AREA SCHOOL DISTRICT 2007-3850

Minutes June 25, 2007

ADMINISTRATIVE REPORTS

The Treasurer's Report and Tax Collector's Report are included as information with no action required by the Board.

OLD BUSINESS

None.

NEW BUSINESS

Dr. Shuttlesworth expressed concern about the increase in millage over the past ten years. There was discussion by the board it was agreed that they, as a group, need to look at the situation and improve things.

Mr. Fitzgerald noted the disparity with neighboring districts and his concern about the tax paying public in the community.

Mr. McDonnell noted that he will furnish the statistics to the board that he had provided to Dr. Shuttlesworth.

PUBLIC PARTICIPATION

Mr. Bill Murray urged the Board to control spending and payroll. He asked for more information on the overall plan for hiring an assistant superintendent.

Dr. Larson explained that there would be one superintendent, one assistant superintendent and a director of human resources. Also, a secretary who previously worked for one of the assistant superintendents would be transferring to a position in the Human Resources Department.

Mr. Mike Mitchell noted that a large number of policies were approved and asked if it would have been beneficial to have them posted for public review.

Dr. Larson noted that there were no major changes to the policies and further explained the process for policy reviews based on recommendations provided by PSBA (Pennsylvania School Board Association). She noted that adopted policies may be viewed on the district's website.

Mr. Fitzgerald asked who would be working on the policies now that Dr. Kennedy has retired.

Dr. Larson stated that the sections of the manual will be divided and administrators will be responsible for reviewing them. Mrs. Mason will be responsible for the sections related to finance and business, and Mrs. Garman for personnel.

A member of the audience asked if the new high school principal was required to move into the district.

Dr. Larson responded that it was discussed. She provided background on Dr. Speace's prior experience and noted that she lives about 10 miles from the district and is very familiar with the area.

WYOMISSING AREA SCHOOL DISTRICT 2007-3851

Minutes June 25, 2007

ADJOURNMENT

A motion was made at 8:17 p.m. by Mrs. McCreedy and seconded by Mrs. Sakmann to adjourn to executive session.

Arthur J. McDonnell
Board Secretary

Corinne D. Mason
Board Secretary (effective July 16, 2007)

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
<hr/>	
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.
- 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.

WYOMISSING AREA SCHOOL DISTRICT

630 Evans Avenue
Wyomissing, PA 19610

June 25, 2007 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 Kelly**, 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, \$35,401, 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.

June 25, 2007 Board Meeting
Agenda – Page 2

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.

- e. _____, 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 – **Dr. Cynthia Speace**, Principal at the Jr./Sr. High School effective date to be determined, at \$104,700 per year.

Background Information: Will be provided. (See Addendum)

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

- X. ~~Approve Administrator Salaries for 2007-08 effective July 1, 2007. (Pulled from agenda.)~~

- 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."

**June 25, 2007 Board Meeting
Agenda – Page 3**

- 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

**June 25, 2007 Board Meeting
Agenda – Page 4**

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.