

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

Mrs. Corinne D. Mason, Board Secretary
Ms. Kathleen A. Garman, Director of Human Resources

Ex Officio Member

Dr. Helen H. Larson, Superintendent

SCHOOL BOARD WORK SESSION

Monday, September 17, 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, September 24, 2007, 7:30 p.m.

PRESENTATIONS

Mike Miller and Rob Kucharczuk – Art Presentation

RECOGNITION

**September 17, 2007 Board Work Session
Agenda – Page 2**

BOARD ACTION

Information Item
9/17/2007 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. 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 August 15, 2007 Board Meeting
 - Minutes of August 20, 2007 Board Meeting

(Will be provided with September 24, 2007 packet.)

Board Motion
9/24/2007 Meeting

PERSONNEL

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

Board Motion
9/24/2007 Meeting

CURRICULUM

- I. Adopt elementary and secondary planned courses written and revised since July 1, 2007.

Board Motion
9/24/2007 Meeting

FINANCE/BUSINESS OFFICE

- I. Approve Financial Reports–August 2007 that are included in the official minute book and provided to Board members.
(Will be provided with September 24, 2007 packet.)

Board Motion
9/24/2007 Meeting

Approve payment of properly approved vendor invoices for the General Fund, Athletic Fund, Food Service Fund, and the 2003 G.O. Bond. **(Will be provided with September 24, 2007 packet.)**

Board Motion
9/24/2007 Meeting

**September 17, 2007 Board Work Session
Agenda – Page 3**

BOARD ACTION

- | | |
|--|-----------------------------------|
| III. Accept Federal Program Grant Monies – <ul style="list-style-type: none">▪ Title I - \$229,545▪ Title IIA - \$42,230▪ Title V - \$1,758▪ Accountability Block Grant – \$82,098▪ Safe and Drug Free Schools - \$6,267 | Board Motion
9/24/2007 Meeting |
| IV. Accept donations –
Anonymous donation to the Wyomissing Hills Elementary Center Library \$500 to be used exclusively by the librarian to purchase library books and any student oriented library supplies. | Board Motion
9/24/2007 Meeting |
| V. Approve the agreement with Conrad Siegel Actuaries for GASB 45 Valuation services through the PA Trust. Cost not to exceed \$7,000.

<i>Background information – The PA Trust did a Request for Proposal (RFP) for GASB 45 actuarial services. Part of their RFP required that the firm allow other PA school entities to participate in the contract for GASB 45 actuarial services.</i> | Board Motion
9/24/2007 Meeting |
| VI. Approve bid awards for athletic training supplies– <ul style="list-style-type: none">▪ Collins Sports Medicine - \$941.57▪ Henry Schein, Inc. – \$2,213.77▪ Medco Supply Company – \$1,655.98 | Board Motion
9/24/2007 Meeting |
| VII. Accept bid for sale of 1989 GMC Suburban with working plow for \$300.00. | Board Motion
9/24/2007 Meeting |

FACILITIES

SCHOOL ACTIVITIES & ATHLETICS

- | | |
|---|---------------------------------------|
| I. Approve YMCA Agreement and Addendum

<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> | Board Motion
9/24/2007 Meeting |
| II. Update on District sports program. | Information Item
9/17/2007 Meeting |

**September 17, 2007 Board Work Session
Agenda – Page 4**

BOARD ACTION

TECHNOLOGY

- I. Website update.

Information Item
9/17/2007

SUPERINTENDENT'S OFFICE

- I. Authorize Superintendent or designee to approve any work hours beyond the contract year for professional staff for the 07-08 budget year. These work hours beyond the contracted year will be accumulated and brought to the Board for ratification bi-annually in December and June.
- II. Approve homebound instruction for one secondary student ID #200718 beginning in October 2007 for 5 hours per week.
- III. Approve extension of Interim Administrator Appointment – **Dr. Melissa G. Brewer**, interim administrator for secondary education and K-12 curriculum at a per diem rate of \$200, to be recalculated in January 2008.

Board Motion
9/24/2007 Meeting

Board Motion
9/24/2007 Meeting

Board Motion
9/24/2007 Meeting

ADMINISTRATIVE REPORTS

- I. Treasurer's Report
- II. Enrollment Report

Information Items
9/24/2007 Meeting

9/17/2007 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)

PERSONNEL REPORT

- I. Approve Support Staff Resignations:
- a. **Linda Newkirk**, part-time Food Service Worker at the JSHS, effective August 20, 2007.
 - b. **Lisa Richter**, full-time Teacher Instructional Aide at WREC, effective August 17, 2007.
- II. Approve Professional Staff Resignation:
- a. **Julianne Smith**, Special Education Teacher (Autistic Support) at the JSHS, effective August 24, 2007.
- III. Approve Professional Staff Appointments:
- a. **Jade Sedoti**, Special Education Teacher (Autistic Support) at WHEC, B+15, step 5, \$43,100.00, prorated, pending receipt of necessary documents. Effective date to be determined. *Background information: B.A. Elementary and Special Education, M.Ed in Special Education in progress. PA certified in Special Education and Elementary Education. Has taught at both the Muhlenberg School District and Reading School District.*
 - b. **Dawn Weidner**, Long Term Substitute Reading Recovery Part-Time (.5) Elementary Teacher at WHEC, \$135.50/day, effective on or about December 21, 2007. *(Mrs. Weidner will be replacing Kate Aurentz.)*
- IV. Approve Support Teachers for new professional staff, 2007-08 with stipend:
- | <u>Support Teacher</u> | <u>Inductee</u> | <u>Assignment</u> | <u>Stipend</u> |
|--|-----------------|------------------------|----------------|
| Regina Barletta/Allison Hoofnagle | Rachel Unger | Learning Support Tchr. | \$250.00 each |
| Regina Barletta/Allison Hoofnagle | Mary Reinert | Learning Support Tchr. | \$250.00 each |
| Kim Lally/Andrew Hoffert | Jeannie Reid | Learning Support Tchr. | \$500.00 |
- V. Ratify Work Outside the Contract Year:
- a. **Dawn Hart**, 10 hours at curriculum rate for VB training per IEP requirements.
 - b. **Julianne Smith**, 10 hours at curriculum rate for VB training per IEP requirements.
 - c. **Christine Leitham**, two days as a substitute at \$100.00 per day for preparation for summer reading assigned to 11th grade honors classes.
- VI. Approve In-Home Instructors:
- a. **Andrea Landrum**, to provide in-home instruction for one secondary student ID#200718 effective October 22, 2007, for a maximum of 2.5 hours per week at the approved contracted rate, for 8 weeks.

August 15, 2007 Board Work Session
Agenda – Page 6

- b. **Joseph Kollar**, to provide in-home instruction for one secondary student ID#200718 effective October 22, 2007, for a maximum of 2.5 hours per week at the approved contracted rate, for 8 weeks.
- VII. Approve Support Staff Change of Hours:
- Barbara Brehony**, to remove 7 ½ hours/week as Receptionist Monitor at WHEC and add 7 ½ hours/week as Elementary Secretary, effective September 24, 2007. *(No change in salary or benefits.)*
- VIII. Approve Support Staff Training Outside Contracted Year at their approved hourly rate:
- a. **Stacey Riegel** – BCIU paraprofessional training on August 21, 22, 23, & 24, 2007.
 - b. **Jacqueline Warner** - BCIU paraprofessional training on August 21, 22, 23, & 24, 2007.
- IX. Approve/Ratify Support Staff Appointments:
- a. **Tracy Cantafio**, full-time Special Education Instructional Aide at the JSHS, 35 hours/week, \$9.55/hr., effective September 17, 2007, pending receipt of necessary documents.
 - b. _____, part-time Food Service Worker at the JSHS, 5 hours/day, \$9.64/hr., effective September 17, 2007, pending receipt of necessary documents.
 - c. **Julia DeVos**, full-time Teacher’s Instructional Aide at WREC, 35 hours/week. \$9.55/hour, effective September 10, 2007, pending receipt of necessary documents. *(Ms. De Vos is replacing Lisa Richter.)*
 - d. **Shirley Fisher**, part-time van driver at \$9.58/hour, effective August 27, 2007.
 - e. **Candace Geissler**, Assistant to Copy Services Coordinator, at \$7.80 per hour, not to exceed 300 hours during fiscal year 2007-08.
 - f. **Glenda Jarrett**, full-time Special Education Instructional Aide at WHEC, 35 hours/week, \$9.55/hour, effective September 10, 2007, pending receipt of necessary documents
 - g. **Ashlynn Khaldouy**, part-time Teacher’s Instructional Aide for 4.25 hours/day at \$9.56/hour, and as a Cafeteria Monitor for 2 hours/day at \$7.42/hour, at WHEC, effective August 27, 2007, pending receipt of necessary documents.
 - h. **Jennifer Kohler**, full-time Special Education Instructional Aide (Autistic Support) at WREC, 35 hours/week, \$9.41/hour, effective August 27, 2007, pending receipt of necessary documents.
 - i. **Andrea Kupiszewski**, full-time Teacher’s Instructional Aide (Math) at WREC, 35 hours/week, \$9.32/hour, effective August 28, 2007, pending receipt of necessary documents.
 - j. **Bernadette Lis**, full-time Special Education Instructional Aide at the JSHS, 35 hours/week, \$10.00/hour, effective September 6, 2007, pending receipt of necessary documents.
 - k. **Jennifer Noll**, full-time Receptionist Monitor at WHEC, 7 hours/day at \$9.00/hour, effective September 24, 2007.

August 15, 2007 Board Work Session
Agenda – Page 7

- l. **Joseph Palubinsky**, full-time Custodian, second shift, JSHS, at \$11.73/hr., effective September 17, 2007.
 - m. **Marjorie Stevelton**, part-time Food Service Worker at the JSHS, 6 hours/day at \$10.04/hour, effective August 27, 2007.
- X. Approve Change in Hours:
- a. **Wendy Brent**, part-time Food Service Worker from 4 hours/day to 6 hours/day effective September 4, 2007.
 - b. **Linda Lamp**, part-time Food Service Worker from 4 hours/day to 5 hours/day effective September 4, 2007.
- XI. Ratify Change of Effective Date:
- a. **Jennifer Allbee**, part-time Library Aide at WHEC, effective date change from August 27, 2007 to August 29, 2007.
 - b. **Susan Bennett**, part-time ESL Instructional Aide at WHEC, effective date change from August 22, 2007 to August 27, 2007.
 - c. **Karen Koppenhaver**, full-time Special Education Instructional Aide at WHEC, effective date change from August 22, 2007 to August 27, 2007.
 - d. **Jacqueline Warner**, part-time Special Education Instructional Aide (Autistic Support), WHEC, effective date change from August 22, 2007 to August 21, 2007. *(This change was necessitated so that Ms. Warner could attend the paraprofessional training at BCIU.)*
 - e. **Jennifer Wolfe**, part-time to full-time Special Education Instructional Aide, WREC, effective date change from August 22, 2007 to August 21, 2007. *(This change was necessitated so that Ms. Wolfe could meet with her classroom teacher prior to the start of school.)*
- XII. Approve Support Staff Unpaid Leave Request:
- a. **Linda Nickey**, part-time Teacher's Instructional Aide and Cafeteria Monitor at WHEC, unpaid leave October 31, November 1, 2 and 5, 2007.
 - b. **Kim Luigard**, part-time instructional aide at WREC, unpaid leave October 4, 9 and 10, 2007.
- XIII. Supplemental Activity/Athletic Resignations:
- a. **Marc Walter**, Student Council Advisor, at WREC, effective August 20, 2007.
 - b. **Andrea Fatora**, Senior High Cheerleading Assistant Coach, effective September 6, 2007.
- XIV. Approve Change in Supplementary Activity Base Points – Increase base points for Model UN Club Advisor from 16 to 31.5 points.

August 15, 2007 Board Work Session
Agenda – Page 8

- XV. Approve Supplemental Adjustments:
- a. **William Dramby**, Co-Advisor Model UN Club, from 10.5 points to 18.25 points, \$1,469.00, effective 2007-08 school year.
 - b. **Corrine Fecho-Yanes**, Co-Advisor Model UN Club, from 12 points to 19.75 points, \$1,590.00, effective 2007-08 school year.
- XVI. Approve Supplemental Activity/Athletic Appointments effective 2007-08 school year:
- a. **Jennifer Bowe**, School Spirit Co-Coordinator, JSHS, 9 points, \$725.00.
 - b. **Laura Henssler**, School Spirit Co-Coordinator, JSHS, 9 points, \$725.00.
 - c. **Melissa Kreps**, Senior Class Co-Advisor, JSHS, 10.5 points, \$845.00.
 - d. **Kim Lally**, Senior Class Co-Advisor, JSHS, 10.5 points, \$845.00.
 - e. **Susan Derr**, Drama Director (Senior High), 50 points, \$4,025.00.
 - f. **Ronald Schaeffer, Jr.**, Boys' Soccer Junior High Assistant Coach, 15.6 points, \$1,256.00.
- XVII. Approve PSAT/SAT Tutorial Instructors for fall 2007:
- a. **Joan Matthews**, Verbal Instructor, \$31.00 per hour for a maximum of 10 hours beginning September 2007.
 - b. **Nathanial Miller**, Math Instructor, \$31.00 per hour for a maximum of 10 hours beginning September 2007.
- Background Information: The SAT test will take place on October 6, 2007 and the PSAT test will take place on October 17, 2007. The number of teachers and sessions required will be determined based on the number of students that register to participate in the tutorial classes. A student fee of \$60.00 is charged to attend.)*
- XVIII. Approve Curriculum Writing at the contracted rate of \$31.00 per hour as per the attached list.
- XIX. Approve Stipends:
- a. **Megan Haas**, DISC Substitute System Backup Coordinator, for the 2007-08 school year with a stipend of \$5,000.00. (Estimated 4 hrs./day).
 - b. **Peter Beck**, Auditorium Production Coordinator, for the 2007-08 school, with a stipend of \$2,500.
- XX. Approve district volunteer list.
- XXI. Approve substitute list for professional/support staff.