

WYOMISSING AREA SCHOOL DISTRICT 2007-3862

Minutes September 24, 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. Fitzgerald, Mr. Hinsey, Mrs. McCready, Mr. Larkin, Mrs. Sakmann, and Mr. Snyder.

Board Member Absent: Dr. Shuttlesworth and Mr. Deem

Administrative Staff Present: Dr. Larson, Mrs. Mason, and Ms. Garman.

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

WELCOME

President Snyder welcomed everyone and announced that an executive session was held on September 17, 2007, to discuss real estate matters and no action was taken.

PUBLIC COMMENTS

There were no public comments on agenda items.

ANNOUNCEMENT OF MEETINGS

Mr. Snyder made the following announcements: The October meeting dates are work session on October 15 and board meeting on October 22, 2007. He also noted an addendum to the evening's agenda was distributed to the board listing a change in hours for a food service worker and indicated a change should be made to the personnel report, page 6, item VII on the agenda to add the word "prorated" to the salary adjustment for Sarah Fick, Business Office Secretary.

PRESENTATION

Mr. Mike Miller, secondary art teacher, and Mr. Rob Kucharczuk, elementary art teacher, shared a power point presentation showcasing the many murals they have worked on with local children and adult volunteers in the Reading area.

LIAISON REPORTS

There were no liaison reports. Mr. Hinsey noted that each Board member received a State of the Unit report issued by the Berks County Intermediate Unit.

APPROVED MEETING MINUTES

Mrs. Barnett noted a change to page 2007-3859 of the August 20, 2007, minutes, under School Activities & Athletics. The word "not" should be inserted, and the sentence read "Mrs. McCready noted that there are criteria in place to form a club, and it was her understanding that administration would not come to the Board with a recommendation."

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Upon motion by Mrs. McCreedy second by Mrs. Sakmann, the minutes of the following meetings were approved as corrected and included as part of these official minutes.

- Minutes of August 15, 2007 Board Meeting
- Minutes of August 20, 2007 Board Meeting

Yeas: 7.
Nays: 0. Motion carried.

PERSONNEL

APPROVED
PERSONNEL REPORT
AND ADDENDUM

Upon motion by Mrs. Sakmann and second by Mr. Hinsey, the Board approved the Personnel Report including the change to add the word prorated as noted earlier and the addendum item. Personnel Report and Addendum included as part of these official minutes.

Mrs. Barnett asked if Sarah Fick was a new employee. Dr. Larson responded that Sarah is a new employee and explained an error was made in the job offer made and noted incorrectly when she was appointed.

Yeas: Barnett, Fitzgerald, Hinsey, McCreedy, Larkin, Sakmann, and Snyder.
Abstain: McCreedy abstained on item XIX and XXI.
Nays: None. Motion carried.

CURRICULUM

APPROVED PLANNED
COURSES

Upon motion by Mrs. Sakmann and second by Mrs. McCreedy, the Board approved the elementary and secondary planned courses written and revised since July 1, 2007, as submitted and included as part of these official minutes.

Yeas: Barnett, Fitzgerald, Hinsey, McCreedy, Larkin, Sakmann, and Snyder.
Nays: None. Motion carried.

**FINANCE/BUSINESS
OFFICE**

Upon motion by Mr. Fitzgerald and second by Mrs. Barnett, the following finance/business office items were approved by the Board:

APPROVED
FINANCIAL REPORTS

Financial reports for August 2007.

APPROVED PAYMENT
OF INVOICES

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

ACCEPTED FEDERAL
PROGRAM GRANT
MONIES

* Title I - \$229,545	* Accountability Block Grant - \$82,098
* Title IIA - \$42,230	* Safe & Drug Free Schools - \$6,267
* Title V - \$1,758	

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ACCEPTED 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.

APPROVED AGREEMENT WITH CONRAD SIEGEL ACTUARIES

Agreement with Conrad Siegel Actuaries for GASB 45 Valuation services through the PA Trust. Cost not to exceed \$7,000.

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.

ACCEPTED BIDS TO SELL ITEMS

1989 GMC Suburban with working plow	\$ 300.00
Oliver Tilting Saw Bench	\$1,871.00
Oliver 8” Jointer	\$ 536.26
Oliver Vertical Hollow Chisel Mortiser	\$1,626.00

APPROVED SETTLEMENT AGREEMENT FOR JANUS PLACEMENT

Settlement Agreement with parents of one secondary student (ID101013) and reimbursement of tuition and transportation for educational placement in the Janus School in Mt. Joy, Lancaster County, for the 2007-08 school year.

APPROVED SUB. BUS DRIVER

Kimberly Himes, substitute bus driver for the 2007-08 school year.

Yeas: Barnett, Fitzgerald, Hinsey, McCready, Larkin, Sakmann, and Snyder.

Nays: None. Motion carried.

FACILITIES

There were no agenda items for Board approval.

SCHOOL ACTIVITIES & ATHLETICS

APPROVED YMCA AGREEMENT & ADDENDUM

Upon motion by Mrs. McCready, second by Mrs. Sakmann, the YMCA Agreement and Addendum were approved.

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).

TECHNOLOGY

There were no agenda items for Board approval.

SUPERINTENDENT'S OFFICE

Upon motion by Mrs. McCready, second by Mrs. Barnett, the Board approved the following items on the superintendent's report.

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AUTHORIZED
APPROVAL OF WORK
BEYOND CONTRACT
YEAR

Authorized 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.

APPROVED
HOMEBOUND
INSTRUCTION

Homebound instruction for one secondary student ID #200718 beginning in October 2007 for 5 hours per week.

APPROVED
EXTENSION OF
INTERIM
APPOINTMENT

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.

Yeas: Barnett, Fitzgerald, Hinsey, McCready, Larkin, Sakmann, and Snyder.

Nays: None. Motion carried.

ADMINISTRATIVE
REPORTS

Treasurer's Report (Informational)

OLD BUSINESS

None.

NEW BUSINESS

None.

PUBLIC
PARTICIPATION

Mr. Mike Mitchell, Sr., asked why there was an item on the agenda for a DISC Substitute System Backup Coordinator for \$5,000 and did we advertise.

Ms. Garman responded to his question and indicated that the substitute pool is not good, and the approximate cost of the new system at \$2,400 is low. The system has provided challenges but we will continue using it throughout the year. Someone familiar with the district's employees offers an advantage compared to someone new to the district.

ADJOURNMENT

A motion was made at 8:10 p.m. by Mr. Fitzgerald and seconded by Mrs. McCready to adjourn.

Corinne D. Mason
Board Secretary

September 24, 2007
Board Meeting

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 WHEC, 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. | \$250.00 each |
- 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.

- 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. Ratify Support Staff Salary Adjustment:
- a. **Sarah Fick**, Business Office Secretary, salary increase of \$2,000, prorated, effective September 4, 2007.
- VIII. Approve Support Staff Change of Hours:
- a. **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.*)
- IX. 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.
- X. 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. **Tracy L. Lutz**, part-time Food Service Worker at the JSHS, 5 hours/day, \$8.04/hr., effective September 20, 2007, pending receipt of all 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. **Ashlynnne Khaldouei**, 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.
 - 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.
- XI. 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.
- XII. 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.*)
- XIII. 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.
 - c. **Cheryl Davis**, part-time Teacher's Instructional Aide (Kindergarten) at WHEC, unpaid leave on November 5, 6, 7, 8, and 9, 2007.
- XIV. 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.
- XV. Approve Change in Supplementary Activity Base Points – Increase base points for Model UN Club Advisor from 16 to 31.5 points.
- XVI. 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.
- XVII. Approve Supplemental Activity/Athletic Appointments effective 2007-08 school year:
- a. **Jennifer Bowe**, School Spirit Co-Coordinator, JSHS, 9 points, \$725.00.
 - b. **Laura Hessler**, 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.
 - g. **Kelly Ferrandino**, Spartan Pride Council Co-Advisor at WREC, 5.5 points, \$443.00.
- XVIII. 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.)*
- XIX. Approve Curriculum Writing at the contracted rate of \$31.00 per hour as per the attached list.
- XX. 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.

XXI. Approve district volunteer list.

XXII. Approve substitute list for professional/support staff.