

WYOMISSING AREA SCHOOL DISTRICT 2014-4705

Minutes January 13, 2014

The regular meeting with committee reports of the Board of School Directors convened at 6:00 p.m. in the Community Board Room of the Jr./Sr. High School with Mrs. Butera, Board President, presiding.

PLEDGE OF ALLEGIANCE

Following the pledge of allegiance, Mrs. Butera asked if anyone would be recording the meeting. No one indicated the intent to record.

Board Members Present:

Mrs. Butera, Mrs. Davis, Mr. Heinly, Mrs. McAvoy, Mr. Painter, Mr. Portner, Mrs. Reese, Mrs. Reilly and Mrs. Seltzer.

Administrative Staff Present:

Mrs. Vicente, Mr. Stem, Mr. Younkin, Mr. Alvarez, Dr. Babb, Mr. Fries, Mr. Griscom, Dr. Jones, and Mrs. Smith.

Attendees:

Beth Anne Heesen, Reading Eagle, Roxanne McMurtry, Herbein + Company, and Shelley Filer, recording secretary. An audience sign-in sheet is included as part of these official minutes.

Mrs. Butera read a statement before starting the business meeting denouncing anonymous communications the Board members, administrators, and staff have been receiving in opposition to the Spartan Pride Stadium Project that was approved at the December 3, 2013 meeting. In total, 23 postcards, letters, and a package were received containing harassing and threatening messages. All communications have been turned over to the Wyomissing Borough Police and Berks County District Attorney's Office who are conducting an investigation into the matter. She urged anyone who has any information regarding these incidents to share it with the local law enforcement officials.

MEETING ANNOUNCEMENTS

The following meeting schedules and locations were announced.

- Technology Committee Meeting – January 22, 2014, 12:00 p.m.
- Finance/Facilities Committee Meeting – January 24, 2014, 7:45 a.m.
- School Board Business Meeting – January 27, 2014, 6:00 p.m.
- Curriculum Committee Meeting – February 3, 2014, 12:00 p.m.
- Finance/Facilities Committee Meeting – February 5, 2014, 12:00 p.m.
- Personnel/Policy Committee Meeting – February 6, 2014, 12:00 p.m.

All listed meetings are held in the Community Board Room of the Jr./Sr. High School unless otherwise noted.

Mrs. Butera announced that an Executive Session was held prior to the meeting to discuss legal matters and no action was taken.

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RECOGNITION

The Board recognized the retirement of Janet L. Orwig, Family and Consumer Science Teacher for her more than 30 years in education. A copy of the resolution is included in these official minutes.

PRESENTATION

Roxanne McMurtry of Herbein + Company reviewed the audit report with the Board. She indicated that overall the report card was very good for the year, no issues were found, and it was a significant improvement over the prior years. A management letter was provided to the Finance Committee and Superintendent with some recommendations for improving operations and information on upcoming accounting pronouncements.

COMMITTEE REPORTS

- A. Finance – Mr. Portner reported that the committee met January 8. Several items discussed are listed on the agenda. The committee had a first look at the 2014-15 budget.
- B. Facilities – Mrs. McAvoy reported that the committee met January 8. The boiler room project was completed, on budget or slightly under budget, and received certification. The sewer extension at the A Field is complete except for the macadam that will be done in the spring. The gym floor repair at WHEC is complete and an item on the agenda calls for refurbishing the 300/400 hallways and possibly updating the fire alarm system.
- C. Curriculum – Mrs. Davis reported the committee met January 6. Mr. Stem presented the teacher specific data evaluation plan and an update on the core standards. Other items discussed are included on the voting agenda.
- D. Technology – Mr. Portner had no report because the committee had not met since November. He also mentioned that the January 22 meeting has been cancelled.
- E. Personnel – Mrs. Davis said the committee met on January 9. She reviewed the items on the agenda for approval and thanked those who are leaving for their service to the District.
- F. Policy – Mrs. Seltzer explained the two policies on the agenda for first reading. Additional policies the committee discussed included parent of record, the dress code, and consequences of athletes' behavior outside the school day.
- G. Ad Hoc Development Advisory – Mrs. Butera stated that there was no meeting in December so she had nothing to report.
- H. Berks County Intermediate Unit Board Report – Mrs. Seltzer announced the next meeting is January 16.

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- I. Berks Career & Technology Center Board Report – Mr. Painter reported there was a reorganization meeting in early December. The budget was approved and they had a clean audit. We had two students who were recognized as Students of the Quarter.
- J. Berks EIT Report – Mrs. Reese reported there is a meeting scheduled for next month.
- K. Wyomissing Area Education Foundation – Mrs. Butera said there was no meeting in December. The next meeting is January 14. She mentioned that Tompkins Insurance made a generous \$5,000 donation to WAEF.

PUBLIC COMMENT

None

SUPERINTENDENT'S REPORT

A. CURRICULUM/ TECHNOLOGY

Upon a motion by Mr. Painter, second by Mrs. McAvoy, the following Curriculum/Technology items was approved:

- 1. Approved homebound instruction for secondary student ID#203304 for one hour per week from September 17, 2013 through the end of the 2013-14 school year as stipulated in 504 plan.
- 2. Approved Overnight Field Trip Requests
 - 1. 2014 PA State Scholastic Chess Championship, Carlisle, PA, March 8-9, 2014.
 - 2. Sixth grade to Camp Conrad Weiser, May 21-23, 2014.
- 3. Approved letter of agreement with Reading Hospital Center for Mental Health for the provision of Student Assistance Program and School Based Treatment Services for K-12 from September 1, 2013 through June 30, 2014.
Background information: Services will be provided to the school district on an as-needed basis throughout the academic school term at no cost to the District.
- 4. Approved expulsion waiver agreement for secondary student ID#300268.
- 5. Approved expulsion waiver agreement for secondary student ID#204946.

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6. Approved expulsion waiver agreement for secondary student ID#201769.
7. Approved expulsion waiver agreement for secondary student ID#203802.

Yeas: Butera, Davis, Heinly, McAvoy, Painter, Portner, Reese, Reilly and Seltzer.

Nays: None. Motion carried.

**B. FINANCE/
FACILITIES**

Upon a motion by Mrs. Seltzer, second by Mr. Portner, the following Finance/Facilities items were approved:

During discussion Mr. Portner mentioned that Mrs. Vicente will draft a response to the management letter resulting from the audit. Mrs. Davis commended Mrs. Vicente on the outcome of the audit stating it is the best result in several years.

Mr. Painter asked for clarification on the agreement with Educational Based Services. Mr. Stem explained that we are contracting with them for 45 days to make sure we are current with our services.

1. Approved Change Order 1 through Change Order 7 to the Cooks Service, Inc. contract for the Boiler Room Equipment Upgrade Project in the total amount of (-)\$2,448.

Background Information: The contract with Cooks Services, Inc. includes allowances for potential additional work in the amount of \$7,498. Not all of the allowances were required to complete the project. The changes include the following: CO1-Additional materials required for installation of new air compressor \$1,595; CO2-Repair of cracked sewer lines on mezzanine \$968; CO3-Repair of sewer line in expansion tank room \$603; CO4-Replace leaking fittings on boiler lines \$1,122; CO5-Remove abandon gate valve \$250; CO6-Supply and install additional drain covers \$512; CO7-Credit for balance of unused allowances (-)\$2,448.

2. Approved administration to advertise and accept bids for the WHEC Finishes Replacement Project.

Background information: This is the flooring replacement for the 300 and 400 wings at WHEC. Also included in the project a coat of paint for the walls and minor ceiling repairs.

3. Approved Individual Services Contract with Lindamood-Bell Learning Centers for student ID no. 201978 for up to 216 hours of one-to-one instruction at a rate of \$98.10 per hour, not

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to exceed \$21,189.60 from December 2, 2013 to February 28, 2014.

4. Approved 2013-14 service agreement with Educational Based Services, Inc. for an additional speech and language pathologist to provide the compensatory instruction at the JSHS effective January 14, 2014 for a maximum of 45 days for 7.5 hours per day at a rate of \$63/hour.
5. Accepted 2012-13 Audit Report.

Yeas: Butera, Davis, Heinly, McAvoy, Painter, Portner, Reese, Reilly and Seltzer.

Nays: None. Motion carried.

The Finance and Facilities items were opened for discussion. Mrs. Vicente said she expected to have the agreement for the Interim Business Administrator on January 14. Mr. Stem was commended for negotiating the discounted fee for the alternative placements which represents an approximate savings of \$8,000 per student.

**C. PERSONNEL/
POLICY**

Upon a motion by Mr. Painter, second by Mrs. Seltzer, the following Personnel/Policy items were approved.

1. RESIGNATION/RETIREMENT/TERMINATION

a. Administrative Staff

- 1) **Theresa Lampe**, Director of Development, resignation effective January 31, 2014.
- 2) **Arnold Raffone**, Interim Assistant Principal, JSHS, resignation effective January 9, 2014.
Background information: Mr. Raffone was hired as a temporary employee until a permanent Assistant Principal could be hired.

b. Professional Staff

- 1) **Janet Orwig**, Family and Consumer Science Teacher, JSHS, retirement effective January 16, 2014.

c. Support Staff

- 1) **Tara Parenti**, Food Service Worker, JSHS, resignation, effective December 9, 2013.

2. LEAVE OF ABSENCE

a. Professional Staff

- 1) **Dana Quinlivan**, Guidance Counselor, JSHS, Family Medical Leave effective January 6, 2014 followed by a Leave of Absence with a return to work date to be determined.

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- 2) **Sarah Rugg**, Teacher, WHEC, end leave of absence and return to work the first day of the second semester for the 2013-14 school year.
- b. Support Staff
 - 1) **Stacey Riegel**, Special Education Instructional Aide, WHEC, unpaid leave of absence January 13, 2014 to January 17, 2014.

3. APPOINTMENTS

- a. Administrative Staff
 - 1) **Steven Murray**, Assistant Principal, JSHS, updated effective date of hire to January 2, 2014.
- b. Professional Staff
 - 1) **Kristin Homan**, LTS Family and Consumer Science Teacher, JSHS, B/Step 1 (\$40,720/annually) in the WAEA Salary Schedule pro-rated in accordance with start date, effective January 16, 2014 to the end of the 2013-14 school year.
Background information: This position is being filled as the result of a retirement.
 - 2) **Cory Clark**, .25 Music Teacher-Strings Program, WHEC, at an annual salary of \$10,180 based upon B/Step 1 on the WAEA Salary Schedule, pro-rated in accordance with his effective date of January 28, 2014.
Background information: Mr. Clark acquired his BSE in Music Education from Millersville University. He holds a PA Teaching Certification in Music Education K-12. Mr. Clark's experience includes, but is not limited to, grades K-4 instrumental instruction as well as private lessons.
 - 3) **Greta Jones**, Long Term Substitute Teacher, JSHS, at an annual salary of B/Step 1 (\$40,720) based upon the WAEA Salary Schedule, effective the first day of the second semester until a date to be determined.
Background information: Ms. Jones' assignment as a one-to-one teacher for the first semester of the 2013-14 school year was approved at the August 26, 2013 Board Meeting. Continued support is required for this student.
- c. Support Staff
 - 1) **Amanda Waszil**, Classroom Instructional Aide, WREC, part-time (5 ½ hours/day; 27 ½

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hours/week) at \$10.25/hour, effective January 14, 2014.

Background information: This position is being filled as the result of a resignation.

d. Supplemental Staff

- 1) **Keith Arnold**, Summer Safari Coordinator, WREC, at the approved WAEA rate for work outside contract hours, not to exceed \$2,000 for the 2014 summer program.

4. MENTOR TEACHERS

Presented for approval are the following Mentor Teachers for 2013-2014 School Year for the new professional staff members:

<u>Mentor Teacher</u>	<u>Inductee</u>	<u>Assignment</u>	<u>Stipend</u>
James Delp	Matthew Werner	.6 LTS English Teacher	\$375
Jeannie Reid	Lauren Darr	Spec. Ed. Learning Support	\$375
Bethanne Mitchell	Kristin Homan	LTS Family Consumer Sci.	\$250
*Danielle Gingrich	Meredith Rosa	French Teacher	\$500

*Ms. Gingrich has been providing mentoring to Ms. Rosa since the beginning of the 2013-14 school year in lieu of the originally approved mentor teacher.

5. WORK OUTSIDE CONTRACT HOURS

a. Professional Staff

- 1) Requesting approval for the following teachers who have agreed to be tutors for the JSHS after school tutoring program, Tuesdays, Wednesdays, and Thursdays, from 2:30-3:30 pm effective January 7, 2014 through May 15, 2014 at the WAEA wage rate for work outside contract hours:

- a) **Todd Zechman**
- b) **William Hartman**
- c) **Andrew Childs**

Background information: Funds are provided through the federal Accountability Block Grant.

6. POSITION CHANGE REQUEST

- a. Library Aide (WHEC) - Request approval to combine two (2) part-time Library Aide positions at WHEC into one (1) part-time position working 5 ½ hours/day (27 ½ hours/week).

Background information: This position was previously shared between two employees for a combined total of 30 hours/week. An updated position description for Library Aide was approved at the November 25, 2013 Board Meeting.

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- b. Classroom Instructional Aide (WREC) – Request approval to change two (2) part-time aides at 20 hours/week each to one (1) part-time position at 27 ½ hours/week.

Background information: This position was previously a full-time position. At the September 23, 2013 Board meeting, the position was approved to be changed to (2) part-time 20 hour/week positions for a total of 40 hours/week. It has been determined that one (1) position at 27 ½ hours/week will fully meet the needs of the students.

7. SUBSTITUTES

- a. Professional Staff

1) **Ginger Johnson** (Guidance Counselor) Addition

8. VOLUNTEERS

- 9. Approve Policy Services Contract with PSBA for Policy News Network+ (PNN+).

Background information: PNN+ includes the annual policy maintenance program as well as administrative regulations that have been newly developed or revised due to changes in state and federal laws and regulations. The cost of PNN+ is \$1,850 annually. As PSBA moves to a fiscal year billing, the increased cost for January 1, 2014—June 30, 2014 is covered in the 2013-14 budget. The additional expense for next year will be incorporated in the 2014-15 budget.

Yeas: Butera, Davis, Heinly, McAvoy, Painter, Portner, Reese, Reilly and Seltzer.

Nays: None. Motion carried.

Mrs. Butera thanked departing staff members for their service to the District. The remaining Personnel and Policy items were opened for discussion. Mrs. Seltzer stated if there were any policies other Board members wished the committee would review, they should let her know.

OLD BUSINESS None.

NEW BUSINESS None

UPDATES FROM ORGANIZATIONS None.

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ADJOURNMENT

A motion was made by Mr. Portner, seconded by Mrs. Reese to adjourn at 6:42 p.m.

Board Secretary