

WYOMISSING AREA SCHOOL DISTRICT 2014-4746

Minutes April 7, 2014

The regular meeting with committee reports of the Board of School Directors convened at 6:02 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. Boyer, Dr. Babb, Mr. Fries, Dr. Jones, Mr. Murray and Mrs. Smith.

Attendees:

Shelley Filer, recording secretary. An audience sign-in sheet is included as part of these official minutes.

MEETING ANNOUNCEMENTS

The following meeting schedules and locations were announced.

- Technology Committee Meeting – April 23, 2014, 12:00 p.m.
- School Board Business Meeting – April 28, 2014, 6:00 p.m.
- Curriculum Committee Meeting – May 5, 2014, 12:00 p.m.
- Finance/Facilities Committee Meeting – May 7, 2014, 11:00 a.m.
- Personnel/Policy Committee Meeting – May 8, 2014, 12:00 p.m.
- School Board Business Meeting with Committee Reports – May 12, 2014, 6:00 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 at 5:15 p.m. to discuss legal matters. No action was taken.

COMMITTEE REPORTS

- A. Finance – Mr. Portner reported the meeting was held April 2. Topics discussed included a three-year contract for Lightspeed Web Filter for 2,300 individuals and the budget. The budget now stands at a break-even point without the curtailment of any programs or furloughs. The preliminary budget is expected to be on the agenda for approval at the first meeting in May to allow the 30-day public review before approving the final budget in June.
- B. Facilities – Mrs. McAvoy reported the meeting was held April 2. Three items discussed are on the agenda for approval: contracts for the WHEC renovations, a contract for a new air handling unit for the JSHS cafeteria, and a contract for the upgrade of the security systems at WHEC and the JSHS. The committee decided to move forward with getting bids to upgrade the security in the vestibule of

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the main entrance at the JSHS. A section of turf at the stadium field was replaced due to earlier vandalism.

- C. Curriculum – Mrs. Davis said the committee met March 31. The committee discussed starting a Civil Engineering Club at one or all of the schools with information from an organization (ASE) and possibly residents with engineering backgrounds. Mr. Stem updated the committee on the PDE modules for Common Core. He and Bill Griscom have downloaded and reformatted the modules into a user-friendly format for teachers. BCIU is assisting us with updating our math curriculum to correspond to the Common Core. A committee of teachers and administrators is reviewing the various assessments used by the schools. Quarterly assessments may be refined. A student matter and two personnel issues were discussed in Executive Session.
- D. Technology – Mr. Portner said the committee received an update on the Mimeo project: the rollout at WHEC is complete; the JSHS is 50% complete; and the project is currently \$35,000 under budget. The extra funds will be reallocated for projectors needed in the cafeteria and a few classrooms. A 1:1 initiative at the JSHS was discussed. Hopefully \$30,000 that was earmarked for the second year of the iPad project can be allocated as seed money. They also discussed gaps in security camera coverage throughout the District.
- E. Personnel – Mrs. Davis reported that the items discussed are on the agenda for approval. She specifically noted, with regret, the impending retirement of Mr. Fries and commended him for his expertise and service.
- F. Policy – Mrs. Seltzer explained the change to the policy on concussion management that is presented for a first reading. She said now the policy, manual on concussion management, and the athletic handbook are all aligned. Policy 220 which was tabled at the last meeting has been reviewed for consistency in language and no further changes are necessary.
- G. Ad Hoc Development Advisory – Mrs. Butera said the committee discussed website updates and providing information to the community in a timely way. Mrs. Reilly has agreed to chair the committee going forward.
- H. Berks County Intermediate Unit Board Report – Mrs. Seltzer reported on the Ready, Set, Read program, the Asian studies grant program, an upcoming program on the local drug epidemic, a secondary art exhibit and the annual convention of School Directors.

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- I. Berks Career & Technology Center Board Report – Mr. Painter reported on the tour of the student-built house near BCTC East Campus. It is substantially complete and should be put up for auction in the next couple of months.
- J. Berks EIT Report – No report.
- K. Wyomissing Area Education Foundation – Mrs. Butera said Michelle Filippini, JSHS science teacher, made a presentation on her grant request for a Vernier lab interface. The Scholarship reception is April 30, in the gym. The Distinguished Alumni Award will be presented for the first time this year. The Toast invitations were mailed last April 4.

PRESENTATION

Mrs. Jessica Lengle presented the highlights of the Special Education Plan, a part of the Comprehensive Plan, to the Board. It has been on the website for 30 days as required for public view. The completed plan is due to the Department of Education by May 1, and will be effective July 1, 2014.

PUBLIC COMMENT

Mrs. Lisa Sohn requested an update on the progress of the repair of the tennis courts. Mrs. Butera said although the holes in the fence were repaired, the status remains unchanged since the last report. The courts are still deemed unsafe for use by the District's insurance carrier. Mrs. McAvoy said that there has been no further contact with the Borough regarding the collaboration for repairs that was discussed in the past.

SUPERINTENDENT'S REPORT

A. CURRICULUM/ TECHNOLOGY

No items.

B. FINANCE/ FACILITIES

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

1. Appointed Mark Boyer as Board Secretary for the remainder of the term ending June 30, 2017.
Background information: The current term runs from July 1, 2013 to June 30, 2017; Mr. Boyer is replacing Christine L. Stafford.
2. Approved Lesa Butera, Gregory Portner and Mark Boyer as signers for the following banking accounts:

Fulton Bank:
Tax Account

PSDLAF:
General Fund

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General Account	Capital Reserve
Athletic Account	2009 Construction Fund
Food Service Account	2010 Construction Fund
Investment Account	Federal Funds
Payroll Account	
Lacrosse Account	<u>PLGIT:</u>
Scholarship Account	General Fund
Student Activities CD	G.O. Bonds, Series of 2003
<u>Wells Fargo:</u>	<u>National Penn Bank</u>
Kenneth Hoverter Memorial	Scholarship CD
Scholarship Fund	Hoverter Scholarship CD

3. Approved Julia Vicente, Corbett Babb, Corey Jones and Mark Boyer as signers for the Fulton Bank Student Activity account.
4. Approved agreement with Mack Employment for substitute custodial services.
5. Approved award of the following construction contracts for the Interiors Refurbishment, Fire Alarm and Emergency Lighting Upgrades Project at Wyomissing Hills Elementary Center.
 - a. Contract #1 - General Construction to Balton Construction, Inc. at a cost of \$150,822.
 - b. Contract #2 – Electrical Construction to Hirneisen Electric, Inc. at a cost of \$95,730.

Background information: Balton Construction, Inc. and Hirneisen Electric, Inc. were low bidders resulting from the public bid process.
6. Approved award of a contract with TRANE for the removal of an air handling unit serving the Jr./Sr. High School cafeteria with a new and larger air handling unit to supply conditioned air to the cafeteria and extend the system into the kitchen at a cost of \$128,890. The purchase is a TCPN (The Cooperative Purchasing Network) procurement.

Background information: The existing air handling unit is 20 years old and a water coil has ruptured. The estimated cost to repair the ruptured coil and the adjacent coil is approximately \$70,000. A new unit will have a longer life for all components and offer improved energy efficiency.
7. Approved award of a contract with Security First, Inc. for upgrade of the building access control system at Wyomissing Hills Elementary Center, Jr./Sr. High School and Field House at a cost of \$11,156.

Background information: The access control system is

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manufactured by Keri Systems, Inc. a proprietary system. Security First, Inc. is the local representative of the manufacturer. The existing access control system operates on Microsoft XP which is no longer supported exposing system operations to potential failure. Upgrade of the system makes the access control system identical to the more efficient system installed at West Reading Elementary Center.

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

Nays: None. Motion carried.

The remaining Finance and Facilities items were opened for discussion. There were no questions or comments.

C. PERSONNEL/ POLICY

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

1. COORDINATION AGREEMENT

- a. Requested approval of an agreement between the Berks Career & Technology Center and the Wyomissing Area School District for the 2013-14 school year for the Coordination of the Delivery of Medical Services.
Background information: The purpose of this agreement is to provide collaboration between the nursing staff of these two entities regarding medical needs for District students attending the Berks Career & Technology Center.

2. RESIGNATION/RETIREMENT

- a. Administrative Staff
 - 1) **Craig Fries**, Director of Building and Grounds, retirement, effective June 30, 2014.
- b. Supplemental Staff
 - 1) **Barbara Burke**, Substitute Teacher, resignation, effective last day worked February 11, 2014.
 - 2) **Suzanne Shelton**, Substitute Teacher and Coach, resignation, effective last day worked December 4, 2013.
 - 3) **Kaytlyn Degenhart**, Coach, resignation, effective last day worked December 3, 2013.

3. LEAVE OF ABSENCE

- a. Professional Staff
 - 1) **Michael Vecchio**, Teacher, JSHS, Family Medical Leave effective April 1, 2014 to a date to be determined.

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- b. Support Staff
 - 1) **Christine Smith**, Instructional Aide (Floater), JSHS, unpaid leave of absence May 21, 22, 23, 2014, return to work May 27, 2014.

4. CHANGE OF POSITION/HOURS

- a. Support Staff
 - 1) **Cheryl Maus**, Food Service Worker, (JSHS) part-time from 4 hours/day to 5 hours/day (25 hours/week), no change in hourly wage rate, effective April 8, 2014.
Background information: This position is being filled as the result of a resignation.
 - 2) **Pamela Anzulewicz**, Food Service Worker-Floater (District-wide) to Food Service Worker (JSHS), part-time at 4 hours/day (20 hours/week), no change in hourly wage rate, effective April 8, 2014.
Background information: This is a position change due to an internal movement which was precipitated by a resignation. There is no change in hours or hourly wage.

5. APPOINTMENTS

- a. Support Staff
 - 1) **Kristin Batastini**, Food Service Worker-Floater, (District-wide) part-time 4 hours/day (20 hours/week) at \$9.89/hour effective April 8, 2014.
Background information: This position is being staffed as the result internal changes in the department as the result of a resignation.
 - 2) **Christine Jaskolka**, Instructional Aide Floater, WHEC, part-time 5 ½ hours/day (27 ½ hours/week) at \$10.92/hour, effective April 8, 2014.
Background information: This position was approved at the June 24, 2013 Board Meeting.

6. SUBSTITUTES

- a. Professional Staff
 - 1) **Stephanie Roncase**, Teacher (Addition)
 - 2) **Brook Turner**, Teacher (Addition)
 - 3) **Matthew Werner**, Teacher (Addition)
- b. Support Staff
 - 1) **Diane Schaeffer**, Aide (Addition)

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7. VOLUNTEERS

8. POLICIES

Second Reading/Adoption of the following policy:
220 Student Expression/Distribution and Posting of
Materials

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

Nays: None. Motion carried.

Mrs. Butera expressed her gratitude to Mr. Fries for his affable demeanor, his expertise in prioritizing projects, and making informed decisions while being fiscally responsible in making repairs and renovations.

The remaining Personnel and Policy items were opened for discussion. There were no questions or comments.

OLD BUSINESS

Mrs. Butera provided a timeline of events in the permit and appeal process for the Spartan Pride Field Project. The Borough presented its case on March 31, at the Zoning Board Hearing. Testifying on behalf of the Borough were the Borough council president, the police chief, the fire commissioner, and the zoning enforcement officer. The hearing was to resume April 21, with testimony from the school district; however, that date has been canceled and a new date has not yet been scheduled.

NEW BUSINESS

None.

**UPDATES FROM
ORGANIZATIONS**

None.

ADJOURNMENT

A motion was made by Mr. Painter, seconded by Mr. Portner to adjourn at 6:55 p.m.

Board Secretary