

WYOMISSING AREA SCHOOL DISTRICT 2014-4784

Minutes June 23, 2014

The regular meeting of the Board of School Directors convened at 5:59 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, Mr. Heinly, Mrs. McAvoy, Mr. Painter Mrs. Reese, Mrs. Reilly and Mrs. Seltzer.

Board Members Absent: Mrs. Davis and Mr. Portner

Administrative Staff Present: Mrs. Vicente, Mr. Stem, Mr. Boyer.

Attendees: Shelley Filer, recording secretary. Audience sign-in sheet included as part of these official minutes.

MEETING ANNOUNCEMENTS

Mrs. Butera announced that an Executive Session would be held immediately following the meeting to discuss personnel and a legal matter. She also announced that the Technology Committee Meeting for June 25, has been cancelled.

The following meeting schedules and locations were announced:

- Technology Committee Meeting – June 25, 2014, 12:00 p.m.
- Curriculum Committee Meeting – August 4, 2014, 12:00 p.m.
- Finance/Facilities Committee Meeting – August 6, 2014, 11:00 a.m.
- Personnel/Policy Committee Meeting – August 7, 2014, 12:00 p.m.
- School Board Business Meeting with Committee Reports – August 11, 2014, 6:00 p.m.

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

RECOGNITION

Frank Ferrandino, Athletic Director, recognized the following Spring 2014 athletes and coaches for their respective accomplishments:

- Scott McAvoy as Academic All-American in Lacrosse.
- Andrew Miller as gold medal winner in the 400 meter dash at PIAA Class AA Track and Field, first place in District III and BCIAA County Championships.
- Andre Fick for an undefeated season in tennis and as Berks County Champion, District III Champion, and PIAA Class AA State Champion.
- Boys' Tennis team for their 15th consecutive BCIAA Division Title, 10th consecutive County title, and 2014 PIAA Class AA team championship.

Copies of the respective proclamations are included in these official minutes.

WYOMISSING AREA SCHOOL DISTRICT 2014-4785

Minutes June 23, 2014

PUBLIC COMMENT

Bill Murray commented on the LERTA agreement and MOU from 2007 with the Wyomissing Square property. Although the LERTA Act states that the LERTA shall not terminate on the sale or exchange of the property, a subsequent MOU provided a stipulation that the benefit of the LERTA was not transferrable without written approval prior to the sale of the property. This approval was not obtained when the property was recently sold. He suggested that if the Board does not wish to pursue termination of the LERTA based upon the language in the MOU, they should consider pursuing malpractice lawsuits against the attorneys who drafted the MOU because they should have been aware of the transfer provision in the LERTA Act. He is pursuing the issue through Wyomissing Borough Council where he serves as well as through the County and urged the Board to end the LERTA as soon as legally possible.

ROUTINE APPROVALS

MEETING MINUTES

Upon a motion by Mr. Painter, second by Mrs. Seltzer, the Board approved the following minutes:

- May 12, 2014 Business Meeting with Committee Reports
- May 19, 2014 Regular Business Meeting

Yeas: Butera, Heinly, McAvoy, Painter, Reese, Reilly and Seltzer.
Absent: Davis and Portner.
Nays: None. Motion carried.

TREASURER'S REPORT

Upon a motion by Mrs. Reese, second by Mrs. McAvoy, the Treasurer's Report for May 2014 was accepted as presented.

Yeas: Butera, Heinly, McAvoy, Painter, Reese, Reilly and Seltzer.
Absent: Davis and Portner.
Nays: None. Motion carried.

PAYMENT OF BILLS

Upon a motion by Mrs. Reilly, second by Mrs. Seltzer, payment of bills for the month of May 2014 was approved.

Yeas: Butera, Heinly, McAvoy, Painter, Reese, Reilly and Seltzer.
Absent: Davis and Portner.
Nays: None. Motion carried.

SUPERINTENDENT'S REPORT

A. CURRICULUM/ TECHNOLOGY

No items.

Minutes June 23, 2014

**B. FINANCE/
FACILITIES**

Upon a motion by Mr. Painter, second by Mrs. McAvoy, the Board approved the Finance/Facilities agenda items as follows.

Mrs. Butera thanked WAEF for their generous donations.

1. Approved donations from the Wyomissing Area Education Foundations as follows:
 - \$88.16 in EITC funds towards the JSHS Robotics Program.
 - \$25 in additional funds for art display panels at the JSHS.
 - \$600 towards books and supplies for the 9th grade English classroom library.
 - \$609.51 for AP Test fees for students with financial hardship.
2. Approved donation in the amount of \$500 from the Borough of West Reading Basketball Exchange.
3. Approved educational placement agreement regarding student ID 201978 in an amount not to exceed \$20,797.10 for 2013-14.
Background information: This agreement extends an existing agreement to the end of 2013-14.
4. Approved educational placement agreement regarding student ID no. 203371 for 2013-14 ESY services at the Hill Top Summer Camp in an amount not to exceed \$4,100.
5. Approved 2013-14 ESY tuition agreement with Hogan Learning Academy for student ID 203573 at a rate of \$350 per day for the period June 23, 2014 to August 8, 2014.
6. Approved 2014-15 tuition agreement with Valley Forge Educational services for student ID no. 204714.
Background information: This tuition agreement is based on an existing educational placement agreement. The cost to the District for 2014-15 is \$49,000.
7. Approved 2014-15 tuition agreement with Valley Forge Educational services for student ID no. 203109.
Background information: This tuition agreement is based on an existing educational placement agreement. The cost to the District for 2014-15 is \$49,115.
8. Approved service agreement with Keppley Behavioral Consulting for 2013-14 ESY services at a rate of \$85 per hour for up to 30 hours.

Minutes June 23, 2014

Background information: Ms. Keppley's hourly rate is unchanged from 2013-14.

9. Approved service agreement with Keppley Behavioral Consulting for services during 2014-15 at a rate of \$85 per hour for up to 60 hours per month for 10 months.
10. Approved Independent Contractor Agreement with Ms. Jody Maryniak, MA, CCC-SLP for speech therapy services during the 2014-15 school year at a rate of \$55 per hour.
Background information: Ms. Maryniak's hourly rate is unchanged from 2013-14.
11. Approved Legal Services Consultation Agreement with Sweet, Stevens, Katz & Williams LLP for legal services during the period August 1, 2014 through July 31, 2015 in the amount of \$7,875.
12. Approved BCIU Joint Purchasing bids as follows:

Copy Paper:

Lindenmeyr Munroe	\$ 3,856.24
<u>Contract Paper Group</u>	<u>11,900.00</u>
Total	\$15,756.24

Medical & Nursing Supplies:

C&S Medical	\$ 1,354.65
Henry Schein, Inc.	29.41
Medco	46.67
Moore Medical, LLC	777.04
School Health Corp.	72.42
<u>William V. MacGill & Co</u>	<u>361.20</u>
Total	\$ 1,354.65

13. Approved depositories for 2014-15:

Fulton Bank
Pennsylvania School District Liquid Asset Fund
PLGIT
Wells Fargo
National Penn Bank

14. Approved submission of Consolidated Application for Title I, Title II and Title III funds.

Minutes June 23, 2014

15. Authorized year-end budget transfers for 2013-14

Background information: The audit for the 2013-14 fiscal year will take place over the summer months into the fall. Preparation for the audit will require additional budget transfers to be made. This agenda item will defer and approve the Business Administrator to authorize all of the necessary budget transfers required for the 2013-14 fiscal year that are needed after June 30, 2014.

16. Approved Myers & Bell Insurance Agency, Inc. as Broker of Record for the Property, Liability, Errors & Omissions and Umbrella policies for the 2014-15 year.

17. Approved The Loomis Company as Broker of Record for the Workman's Compensation policy for the 2014-15 year.

18. Awarded insurance contracts for 2014-15 to Ohio Casualty, Inc. for a total amount of \$81,447.

Background information: Ohio Casualty, Inc. has been selected for the District's Property, Liability, Auto, Boiler, Errors & Omissions, Umbrella, and Data Breach insurance for 2014-15.

19. Approved student lunch prices for the 2014-15 year as follows:

Elementary	<u>Breakfast</u>		<u>Lunch</u>	
	Reduced	\$0.30	Reduced	\$0.40
	Paid	\$1.55	Paid	\$2.25
	Adult	\$2.00	Adult	\$3.55
Secondary	<u>Breakfast</u>		<u>Lunch</u>	
	Reduced	\$0.30	Reduced	\$0.40
	Paid	\$1.65	Paid	\$2.95
	Adult	\$2.00	Adult	\$3.55

Background information: The above prices represent a consolidated high school lunch price of \$2.95 from two separate lunch prices of \$2.45 and \$2.95. Additionally, a la carte prices are to be increased by \$.05, excluding milk.

20. Approved Food Service Budget for 2014-15

Background information: The budget will be finalized for the June 23, 2014 meeting.

21. Approved tuition rates for 2013-14 as follows:

- \$9,651.53 elementary
- \$10,914.60 secondary

Background information: The tuition charge(s) for the fiscal year ending June 30, 2014 are based on the school's annual financial

Minutes June 23, 2014

report and child accounting attendance reports submitted by the chief school administrator of the school district for the preceding school year which ended June 30, 2013. These charges have been calculated in accordance with the provisions of Section 2561 of the PA Public School Code of 1949, as amended.

22. Approved increase to tax certification fee from \$20 to \$25 beginning July 1, 2014.

23. Approved the purchase of projectors, electrical/audio/visual installation, and audio/visual equipment for three classrooms and the cafeteria at Wyomissing Hills Elementary Center and the Wyomissing Area Junior Senior High School in the amount of \$19,000 with Haverford Systems, per COSTARS Contract #003-099.

Background information: The original project scope did not include the additional classrooms or cafeteria, which were identified after the project had been completed. Two rooms at the high school will be equipped with new projectors and Mimio interactive whiteboards. One room at Wyomissing Hills will be equipped with a new projector and Mimio interactive whiteboard. The high school cafeteria will be equipped with a projector and a new amplifier system to accommodate additional microphones. The original project approved on June 10, 2013 was completed and was under budget by approximately \$35,000. This motion is to approve spending part of the balance to complete the four additional rooms. This purchase will be made from district Capital Project funds.

24. Approved Lease Schedule #013 with Apple Financial Services/GE Capital for Master Purchase Agreement #6893567.

Background information: This is a continuation of a program that began in 2000. This schedule is for a 4-year term and includes equipment costs for student tablets, multifunction printers, wireless projection devices, and wireless access points for the 2014-15 1:1 initiative for grades 7-12.

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

Absent: Davis and Portner.

Nays: None. Motion carried.

**C. PERSONNEL/
POLICY**

Upon a motion by Mrs. Seltzer, second by Mr. Painter, the Board approved the Personnel/Policy agenda items as follows.

Mrs. Butera thanked Mr. Alvarez and Mrs. Schaeffer for their years of service to the District.

WYOMISSING AREA SCHOOL DISTRICT 2014-4790

Minutes June 23, 2014

1. RESIGNATIONS

a. Professional Staff

- 1) **Tony Alvarez**, Special Education Teacher, JSHS, resignation, effective June 16, 2014.
- 2) **Laura Schaeffer**, School Nurse, WREC, resignation, effective June 16, 2014

2. LEAVE OF ABSENCE

a. Support Staff

- 1) **Madeline Humes**, Secretary, Special Education Department, return to work from Family Medical Leave effective June 23, 2014.

3. POSITION CHANGE

a. Supplemental Staff

- 1) **Rachel Hoffman**, from Girls' Soccer Varsity Assistant coach to Varsity Head Coach, for the 2014-15 Fall sports season at a stipend of \$3,788.

4. APPOINTMENTS

a. Administrative Staff

- 1) **Michael Cafoncelli**, Director of Buildings and Grounds, at an annual salary of \$70,000, effective date to be determined.
Background information: Mr. Cafoncelli will attain his BS in Business Administration from Albright College in June 2014 where he is also the Operations Manager. His background experience includes, but is not limited to, facilities and project management, supervision and oversight of grounds, custodial services, maintenance, operations, and budget management.
- 2) **Ginger Johnson**, Dean of Students, JSHS, at an annual salary of \$65,000, effective July 1, 2014.
Background information: Ms. Johnson received her M.Ed. and Principal certification from Cabrini College. Additionally, she holds a Master of Arts degree in Counseling Services, School Counseling from Rider University. She brings with her experience as a School Guidance Counselor, inclusive of a long term substitute Guidance Counselor in the Wyomissing Area School District Jr./Sr. High School during the 2013-14 school year.

WYOMISSING AREA SCHOOL DISTRICT 2014-4791

Minutes June 23, 2014

b. Professional Staff

- 1) **Brittany Siggins**, Elementary Teacher, WHEC, B/Step 1 (\$40,720/annually) in the WAEA Salary Schedule pro-rated effective the second semester of the 2014-15 school year on or about January 21, 2015. Subsequent wage changes will be in accordance with the WAEA collective bargaining agreement.
- 2) Approve the following teacher to work in the Kindergarten Jump Start Program effective July 8, 2014 to July 24, 2014 a rate of \$32/hr, not to exceed 12 hrs./wk.:

a) **Amy Miller-Cush**

- 3) **Sarah Dascanio**, Teacher, Kindergarten Jump Start Program, WHEC, effective July 8, 2014 to July 24, 2014, at a rate of \$32/hour not to exceed 12 hours/week, pending successful completion of all employment requirements.

Background information: Ms. Dascanio received her degree in Early Grades Preparation PK-4 with a Minor in Reading through West Chester University and is certified by the Pennsylvania Department of Education in Grades PK-4. Her previous experience includes teaching in a Title I Kindergarten classroom.

c. Support Staff

- 1) **Dharmendra Patel**, IT Intern, District-wide, \$10.50/hour, effective June 17, 2014 to June 30, 2015, not to exceed a total of a total of 1,200 hours.

Background Information: This updated information includes the total maximum hours for this internship. Funds for this position are included in the Technology Department budget.

5. DEPARTMENT CHAIRS

Request approval for the following Department Chairs for the 2014-15 school year at a stipend of \$1,750:

Art Department	Jennifer Bowe
English Department	James Comerford
Guidance Department	Kim Lally
Health/Phys. Ed./FCS Department	Matthew Babiarz
Mathematics Department	Crisanne Bansner
Music Department	Sharon Luyben
Science Department	Shirley Gashi
Special Education Department	To Be Determined

Minutes June 23, 2014

Social Studies Department
Technology Department
World Language Department

Jennifer Mangold
Curtis Minich
Maria Gernert

6. REQUESTED APPROVAL FOR TRAINING HOURS

Request ratification of training time for the following Special Education Instructional Aides for a required Safety Care Training they attended after the close of the 2013-14 School Year on June 17, 2014 (4.75 hours) and June 18, 2014 (5.5 hours) at their regular hourly rate of pay:

- a. **Jessica Bailey**
- b. **Robin Cosbey**
- c. **Zachary Frantz**
- d. **Sarah Nickey**
- e. **Jennifer Ninetto**
- f. **Geoffrey Osman**
- g. **Cheryl Santoro**
- h. **Lauren Yelinek**

Background information: This training is a required training for the Special Education Instructional Aides. The training could not be conducted for these individuals during the school year due to the necessity for them to be present in the classroom to provide support to their assigned students.

7. SUMMER WORK HOURS

Request approval of 2014 summer work outside contract hours per attachment.

8. 2013-14 SCHOOL YEAR COACH STIPEND ADJUSTMENT

Requested approval of coach stipend adjustments in the 2013-14 school year that reflect an increased amount from the 2011-12 school year to present.

Background information: Eligibility to receive this increase is based upon longevity in the position. See attached spreadsheet for list of eligible coaches and calculations.

9. 2013-14 SCHOOL YEAR CO-CURRICULAR ADVISOR STIPEND ADJUSTMENT

Requested approval of co-curricular advisor stipend adjustment in the 2013-14 school year that reflect an increased amount from the 2011-12 school year to present.

Background information: Eligibility to receive this increase is based upon longevity in the position. See attached spreadsheet for list of eligible advisors and calculations.

WYOMISSING AREA SCHOOL DISTRICT 2014-4793

Minutes June 23, 2014

10. 2014-15 CO-CURRICULAR ADVISORS/STIPENDS

Requested approval of the 2014-15 School Year Co-Curricular Advisors and associated stipends per the attached.

11. REQUESTED APPROVAL FOR THE FOLLOWING STAFF WAGES EFFECTIVE FOR THE FISCAL YEAR OF JULY 1, 2014 TO JUNE 30, 2015 PER THE ATTACHED.

- a. Administrative Staff
- b. AFSCME Support Staff
- c. Confidential Staff
- d. Non-Supervisory Staff

12. VOLUNTEERS

13. POLICIES

Second reading and adoption of the following policies:

- 102 Academic Standards
- 105.1 Review of Instructional Materials by
Parents/Guardians and Students
- 810.2 Transportation – Video/Audio Recording

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

Absent: Davis and Portner.

Nays: None. Motion carried.

Mrs. Vicente introduced and welcomed new staff members Michael Cafoncelli, Ginger Johnson, and Brittany Siggins.

OLD BUSINESS

None.

NEW BUSINESS

None.

UPDATE FROM ORGANIZATIONS

None.

ADJOURNMENT

A motion was made by Mrs. Reilly, seconded by Mrs. McAvoy to adjourn at 6:16 p.m.

Board Secretary