

WYOMISSING AREA SCHOOL DISTRICT 2010-4178

Minutes September 13, 2010

The Committee of the Whole meeting of the Board of School Directors convened at 6:00 p.m. in the Community Board Room with Mrs. Davis, Board President, presiding.

PLEDGE OF ALLEGIANCE

Following the pledge of allegiance, Mrs. Davis asked if anyone would be recording the meeting. No one from the public indicated the intent to record; however, Mrs. Davis announced that all meetings would be recorded by the recording secretary.

Board Members Present:

Mrs. Bamberger, Mrs. Davis, Mr. Fitzgerald, Mrs. Helm, Mr. Larkin, Mr. Painter, Mr. Portner, Mrs. Sakmann, and Mrs. Seltzer.

Administrative Staff Present:

Mr. Krem, Dr. Pulkowski, Mrs. Mason, Mr. Babb, Mr. Fries, Mrs. Galbraith, Ms. Garman, Mr. Griscom, Mr. Roberts, and Dr. Speace.

Attendees:

Mr. Boland, Kozloff-Stoudt (arrived at 6:02 p.m.), Mr. Adams, Gilbert Architects, and Shelley Filer, recording secretary. Audience sign-in sheet included as part of these official minutes.

WELCOME

Following the roll call by the Board secretary, Mrs. Davis welcomed everyone and announced that an executive session was held prior to the meeting this evening regarding personnel and no action was taken.

ANNOUNCEMENTS

Mrs. Davis announced the Board meeting on September 27 would be held at Wyomissing Hills Elementary.

PRESENTATION

Mr. Scott Adams, Gilbert Architects, provided information on the PlanCon F document the Board was being asked to approve. He stated that it is a submission of instructional level documents and specifications of the project that includes figures which determine the reimbursement the district will receive for the project. He specifically highlighted the F20 page which deals with receipt of approvals. The district cannot proceed with signing any contracts until the approvals are received from PDE, the Planning Commission, County Conservation, etc. The outstanding approvals at this time include the Board of Commissioners preliminary approval, expected September 21, 2010; the Planning Commission final approval, expected October 6, 2010; and the Board of Commissioners final approval, expected October 19, 2010. He stated once we have these approvals, the project can proceed.

Mr. Fitzgerald questioned how prevailing wage would affect the project costs. Mr. Adams stated that the project estimates already reflect the cost of prevailing wage.

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Mrs. Helm asked where we are with respect to the timeline for the project established in February. Mr. Adams stated that although the approvals have lagged a little, we are still within the construction schedule.

Mr. Adams then reviewed the bidding process the Board was being asked to approve. Upon approval, Gilbert Architects will advertise for bids using various methods. The current market should produce some competitive prices. He then outlined the time schedule for the bidding process and said once the bids are submitted they can only be withdrawn due to a mathematical error. Once bidders have passed the qualification process, the district must accept the low bidder or reject all bids for that particular contract. He expects construction to begin on January 3, 2011.

PUBLIC COMMENT ON AGENDA ITEMS

Mrs. Davis explained that it is unusual for voting to take place at the Committee of the Whole meeting, but due to the time sensitive nature of the approval of the PlanCon document and the need to hire staffing there are items to be approved at the meeting. She asked for public comment on agenda items only. Mr. Richard Geertman asked to comment at the end of the meeting.

SUPERINTENDENT'S REPORT

A. FINANCE/ FACILITIES

Upon a motion by Mr. Portner, second by Mrs. Helm the Board approved the Finance/Facilities agenda items and addendum as follows:

1. Approved submission of PlanCon Part F, Construction Documents, to PDE for the West Reading Elementary Center (see attachment).
Addendum – Approved release of documents to bidders upon completion on September 24, 2010.
2. Approved resolution authorizing Kozloff Stoudt to represent the Wyomissing Area School District in the Berks County Board of Assessment Appeals per Resolution No. 9-13-10-1 (see attachment).

During discussion, Mr. Portner expressed his frustration that the Borough does not express any interest in assisting in the assessment appeals process. He questioned why the district is expected to do all the work.

Mr. Fitzgerald asked whether the public had a copy of the assessment appeals resolution. Mrs. Mason said they did not. Mr. Fitzgerald informed the audience that \$47 million is under appeal.

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Yeas: Bamberger, Fitzgerald, Helm, Larkin, Painter, Portner, Sakmann, and Seltzer, and Davis.
Nays: None. Motion carried

Finance and Facilities items 3 through 10 were open for discussion. Mrs. Helm said she had nothing to note, but asked Mrs. Mason to provide some background on why an additional bus was needed. Mrs. Mason indicated the bus was added at an approximate cost of \$42,000 to alleviate the overcrowding on two buses in the WHEC area. We are beginning a time and ridership study this month. Drivers will provide a listing of morning riders and afternoon riders on the last day of the month. During the budget process, the Board can use these numbers to determine how they want to proceed with the busing contract. Board members recounted their observations of bus runs: Mrs. Helm said her run is less filled in the afternoon, Mr. Painter said his run is emptier in the morning. Mr. Portner suspects that afternoon activities and sports may account for lighter afternoon runs. Mrs. Mason confirmed the question posed by Mr. Fitzgerald that by adding this bus, we are returning to the same number of buses we had last year before one was eliminated.

Mr. Fries reported on the status of the roofing project which is substantially complete. No leaks have been reported at the JSHS. The one problem remaining involves the fiberglass cornice. Only one-half of the shipment has been received; the rest is expected in four to five weeks. Work will continue until complete.

There is a community meeting scheduled for September 15 at 7:00 p.m. in the WREC gym to provide an update on the West Reading project.

Mr. Fries reported that the sinkhole repairs are complete and the stadium field can be used for play. Soft areas under the field have been identified that are at least five feet below the surface. Although the geologist said they present no immediate danger, Mr. Fries said his opinion is that these are sinkholes waiting to develop. He thinks it would be prudent to develop a plan and obtain estimates to improve the drainage system under the field as part of capital projects to prevent additional sinkholes from developing.

Mr. Fries is preparing a list of capital projects for the Board to consider. He will provide estimates for the costs involved. Included in the list will be a field study. Our turf field is the oldest in Berks County and is nearing its life expectancy. Discussion centered on the size of the field and its limitations for other sports because it is not a regulation size field. Mrs. Sakmann requested that the usage be included in the study.

**B. CURRICULUM/
TECHNOLOGY** No items.

**C. PERSONNEL/
POLICY** Upon a motion by Mrs. Sakmann and second by Mr. Painter the Board approved the following Personnel/Policy items 1 through 5:

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1. RETIREMENTS/RESIGNATIONS/TERMINATIONS/
FURLOUGHS

a. Support Staff

- 1) Furlough the following part-time van drivers,
effective July 1, 2010:

Richard Cosgrave
Mary Hafer
Otto Esenwein
Dominic Pezzino
Arthur Tod Rickenbrode
Karl Schneiderhan
Robert Troxel

- 2) **Jennifer Allbee**, part-time Library Aide at WHEC,
resignation effective August 27, 2010.

- 3) **Mary Hafer**, part-time van driver, resignation
effective August 26, 2010.

*Background Information: Ms. Hafer was offered a
return from furlough but had accepted a position
with Gross School Bus Service, Inc.*

- 4) **Pamela Kaucher**, part-time Clerical Assistant at
the Jr./Sr. High School, resignation effective
September 10, 2010.

- 5) **Dominic Pezzino**, part-time van driver, resignation
effective August 26, 2010.

*Background Information: Mr. Pezzino was offered
a return from furlough but had accepted a position
with Gross School Bus Service, Inc.*

- 6) **Richard Schlegel** full-time Custodian (first shift) at
WHEC, retirement effective January 28, 2011.

b. Supplemental Staff

- 1) **Bridgette Rothermel**, Junior High Girls'
Volleyball Assistant Coach, effective August 27,
2010.

2. LEAVES

c. Professional Staff

- 1) **Jessica Lengle**, Learning Support Teacher at
WREC, FMLA/Child Rearing leave effective on or
about December 18, 2010 through the end of the
2010-11 school year.

d. Support Staff

- 1) **Benito Diaz**, full-time Custodian at WHEC, FMLA
leave effective October 21, 2010, until a date to be
determined.

- 2) **Cheryl Davis**, part-time Teacher's Instructional
Aide at WHEC, unpaid leave November 8-12,
2010.

- 3) **Lori Scargle**, part-time Teacher's Instructional

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Aide at WHEC, unpaid leave October 12-15, 2010.

3. APPOINTMENTS/TRANSFERS/RETURN FROM FURLOUGHS

e. Professional Staff

- 1) **Ryan McBrearty**, Secondary English Teacher at the Jr./Sr. High School, at B, Step 1, \$40,720, effective August 25, 2010.

Background Information: Mr. McBrearty graduated Summa Cum Laude from Neumann University with a Bachelor of Arts Degree in English. He completed his student teaching in an Integrated Literature Classroom at Marple Newtown High School. Ryan is replacing Dana Lloyd.

- 2) **Shauna Mehlbaum**, Elementary Learning Support teacher at the WHEC, at M, Step 1, \$43,520 pro-rated, effective September 13, 2010.

Background Information: Ms. Mehlbaum earned her Masters Degree in Special Education and her Bachelor's Degree in Applied Developmental Psychology from the University of Pittsburgh. She was a daily substitute for the Pittsburgh Public Schools and the Propel Charter Schools from April – June 2010. Shauna is replacing the vacancy created by Jessica Lenge's transfer to WREC.

- 3) **Teresa Wood**, Secondary Math Teacher at the Jr./Sr. High School, at B+15, Step 3, \$44,320 pro-rated, effective date to be determined, pending receipt of necessary documentation.

Background Information: Ms. Wood was employed by South Philadelphia High School where she taught Algebra I, Algebra II, Strategic Math and Statistics. She earned her Bachelor's Degree from York College of Pennsylvania and is currently enrolled in the Master's program at Walden University. Ms. Wood is replacing the vacancy created by Mr. Thomas Ritter's transfer to teaching Secondary Computer Applications.

f. Support Staff

- 1) **Tara Fly (Britton)**, part-time Food Service Worker at the JSHS, 5 hrs./day, \$9.43/hr., effective August 27, 2010.

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Background Information: Ms. Fly is replacing the vacancy created by Lisa Lamp's resignation last year.

- 2) **Richard Cosgrave**, part-time van driver, return from furlough, effective August 30, 2010.
- 3) **Otto Esenwein**, part-time van driver, return from furlough, effective August 30, 2010.
- 4) **Geoffrey A. Osman**, full-time Special Education Instructional Aide at the JSHS, 7 hrs./day, \$10.64/hr., effective September 13, 2010, pending receipt of necessary documentation.

Background Information: This is a new position needed per IEP requirements.

- 5) **Arthur Tod Rickenbrode**, part-time van driver, return from furlough, effective August 30, 2010.
- 6) **Jeffrey L. Schloth**, full-time Special Education Instructional Aide at the JSHS, 7 hrs./day, \$10.64/hr., effective September 13, 2010, pending receipt of necessary documentation.

Background Information: This position was a result of a vacancy due to the resignation of Susie Froehlich at the end of last school year.

- 7) **Corrine B. Suloff**, full-time Special Education Instructional Aide at the JSHS, transfer to full-time Special Education Instructional Aide at WREC, effective September 13, 2010, with no change in her hourly rate or number of hours worked.

Background Information: Ms. Suloff is filling the vacancy created by Lisa Reichardt's resignation.

- 8) **Robert Troxel**, part-time van driver, return from furlough, effective August 30, 2010.

g. Supplemental Staff

- 1) **Kelli Kilhullen**, substitute crossing guard at the substitute crossing guard rate effective September 10, 2010.
- 2) **Carol Matz**, support staff substitute, effective September 14, 2010.

Activities:

- 3) **G. Peter Beck**, Auditorium Production Coordinator, for the 2010-11 school year, with a stipend of \$2,500.

Fall Athletics:

- 4) **Piera Snyder**, Varsity Assistant Field Hockey Coach, change in points from 22.1, (\$1,867) to 22.6

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(\$1,910), effective the 2010-11 school year.

Background Information: The Fall Athletic List approved at the June 28, 2010, Board meeting had not increased Ms. Snyder's experience by one year.

h. Support Teachers for the 2010-11 school year:

<u>Support Teacher</u>	<u>Inductee</u>	<u>Assignment</u>	<u>Stipend</u>
Susan Derr	Ryan McBrearty	Secondary English	\$500
Colleen Vargo	Teresa Wood	Secondary Math	\$375 (3/4 yr.)
Amy Lutz	Shauna Mehlbaum	Learning Support	\$500

4. ADDITIONAL HOURS/CHANGE IN HOURS

i. Professional Staff

- 1) **Sally McNichol**, School Nurse at the JSHS, administration of flu shots to District employees and families, at an amount not to exceed 6 hours, at the current work outside of contract rate on a date to be determined.
- 2) **Laura Schaeffer**, School Nurse at WREC, administration of flu shots to District employees and families, at an amount not to exceed 6 hours, at the current work outside of contract rate on a date to be determined.

j. Support Staff

- 1) **Ronald Blatt**, a maximum of 100 hours to work as a food service worker to assist with Pizza Days at WREC, effective for the 2010-11 school year at the approved substitute food service worker rate.
- 2) **Scott Gehman**, full-time Special Education Instructional Aide at the JSHS, at his approved hourly rate for a total maximum not to exceed 5.5 hours per day on August 2, 3, 4, 5 and 6, for working with a secondary student attending My Earth Camp at Nolde Forest.
- 3) **Tina O'Hara**, Health Room Assistant at WHEC, administration of flu shots to District employees and families, at an amount not to exceed 6 hours, at her approved hourly rate, on a date to be determined and 6 hours at her approved hourly rate to attend CPR/First Aide Heartsaver training at the Reading Hospital and Medical Center on October 11, 2010.
- 4) **Teresita Gallegos-Rosa**, part-time Teacher Instructional Aide at WHEC, change in hours from 4.5 hrs./day to 3.0 hrs./day with no change in her hourly rate, effective September 1, 2010.

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Background Information: Ms. Gallegos-Rosa requested a decrease in the number of hours she works.

- 5) **Lori Scargle**, part-time Teacher Instructional Aide at WHEC, increase in hours from 3.0 hrs./day to 4.5 hrs./day, effective September 1, 2010.

Background Information: Ms. Scargle is assuming the hours that were decreased from Ms. Gallegos-Rosa's position.

- 6) The following Special Education Instructional Aides, 6 hours at their approved hourly rate to attend CPR-First Aide Heartsaver training at the Reading Hospital and Medical Center on October 11, 2010:

Sara Harvey (WHEC)
Glenda Jarrett (WHEC)
Karen Koppenhaver (WHEC)
Bernadette Lis (JSHS)
Marci Luckenbill-Felty (JSHS)
Marie Minnich (JSHS)
Eve Pardo (JSHS)
Rebecca Sibbett (JSHS)
Lauren Yelinek (JSHS)

5. SUBSTITUTE SUPPORT STAFF RATE LIST, effective the 2010-11 school year (attached to agenda).

During discussion, Mr. Fitzgerald asked if these positions were due to resignations or retirements and if they needed to be filled. He said several months ago the decision was made that each open position would be evaluated to determine the necessity in filling it. He is concerned about the loss of revenue due to assessment appeals. Mr. Krem responded that if that decision was made it was prior to his arrival. Mrs. Mason said the assessment appeals will have no bearing on these positions as their costs have already been budgeted. Mr. Portner said in the future we need to verify if open positions are still needed.

Yeas: Bamberger, Fitzgerald, Helm, Larkin Painter, Portner, Sakmann, Seltzer, and Davis.

Nays: None. Motion carried.

Personnel items 6 through 9 were reviewed and discussed. Ms. Garman corrected Item 6.c.4 to read Amy Miller-Cush instead of Amy Stewart-Himes. Mrs. Davis noted that the Non-Supervisory Personnel Group refers to the athletic trainers who are a subset of the Act 93 group. Mrs. Bamberger asked if the professional staff appointments were replacements or new positions. Ms. Garman

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responded that the Secondary Learning Support position was a replacement for Andy Hoffert and the Itinerant Autistic Support Teacher is replacing a Speech Pathologist position. This recommendation was made by Ms. Morett, the Director of Special Education to better serve the needs of our students. Also following a study based on the square footage and number of custodians, the district falls below the normal ratio so the custodial position needs to be filled.

Old Business

A. Administrative Evaluation System

Mr. Krem stated that the Board packet contained the proposed modules and fees as presented by Capraro Associates. We can elect to use one or more modules as we see fit. The process takes at least one year or longer to complete. They meet with each administrator individually to set goals and objectives based on the direction of the Board or a district goal. His goals would be based upon the directive of the Board; the administrators' goals would be based upon his goals. This will provide an interlocking relationship up and down the administrative pyramid. There is no subjectivity to this method. The measurement of performance of the administrators for their salary increases is based upon the attainment of their goals.

Mrs. Davis asked if we go with the performance now can additional modules be added later. Mr. Krem recommended going with the performance and compensation module. Ms. Garman is capable of reviewing and updating the position titles and descriptions.

Mrs. Bamberger asked if we could forgo the compensation module and get the information from another source such as BCIU. Mr. Larkin responded that we tried that before and it was unsuccessful.

Mr. Painter asked for clarification as to whether there is an ongoing fee for renewal. Mr. Krem responded that these fees reflect a one-time cost for the completion of the project; however, they do include a feature that would repeat the process for a new administrator at no additional cost.

Mrs. Davis indicated that a motion would be on the next meeting agenda to approve the performance module (\$5,500) and the compensation module (\$1,960).

B. Committees

Mrs. Davis confirmed the decision to move forward with the committee structure. To further explain the process she said not every committee will meet each month. Some committees may meet bimonthly or have seasons where they need to meet more frequently. Routine meeting dates would be established and advertised. Should the committee feel it is not necessary to meet on any established date, the meeting could be canceled. Mrs. Davis asked for input from the other Board members.

Mr. Portner said he favored the former committee system because it allowed Board members to discuss issues in greater detail. He likes that level of detail to be available before he votes on an item.

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Mrs. Seltzer likes the committee format, but also wants to continue with the Committee of the Whole format as well because it affords her the opportunity to be informed about all issues relative to the other committees of which she is not a part before the voting meeting.

Mr. Painter felt that if the bulk of work is done at the committee level, he would hope to see the Committee of the Whole meeting be more streamlined. Mrs. Bamberger suggested that committee members rotate taking notes and provide a written summary to the other Board members that would be included in the Board packet prior to the Committee of the Whole meeting.

Mr. Fitzgerald expressed concern that if advertised meetings were canceled, those who routinely follow the meetings may not know. Mrs. Davis responded that cancellations would be posted on the website and the doors of the district buildings.

Mr. Painter suggested that committee chairs also send other Board members an e-mail notifying them of a cancellation. Mr. Krem said that during the committee report at the Committee of the Whole meeting it should also be announced when the next meeting will be held.

C. Uniforms

Mrs. Helm reported that last week she and Mrs. Sakmann met with Mr. Krem to determine how to put a committee together to explore the possibility of having uniforms in the district. An invitation will be posted on the website for anyone interested, pro or con, to become part of the committee. The committee will move forward by holding open meetings to discuss and evaluate the options. Mrs. Sakmann stressed that there is no preconceived idea as to what the uniforms would look like. Mrs. Helm indicated that most of the response to the idea has been positive. She said parents, administrators, teachers and students are invited to join the committee.

New Business

Mrs. Davis reminded everyone of the West Reading Elementary project update meeting on Wednesday, September 15, at 7:00 p.m.

Mrs. Davis appointed Mrs. Bamberger as the Board representative to the Wyomissing Area Education Foundation.

Mrs. Davis noted that she had received a letter from a parent who shared a concern about our current elementary Spanish program and was wondering if other world languages would be offered. She passed the letter to Mrs. Sakmann for the curriculum committee to discuss.

Mrs. Seltzer reported that her ad hoc Community Relations Committee is holding coffee meetings to welcome Mr. Krem to the community. If anyone is interested in attending or hosting a coffee meeting they should contact her or Pat Sacks.

Mrs. Davis informed the Board that they would be receiving drafts of minutes from the prior month's meetings in the Committee of the Whole packets. Any errors should be reported to Shelley Filer to be corrected before the voting meeting.

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A. Curriculum Review

Mr. Krem reported that he spent five hours meeting with a retired faculty member who offered her services to move the district forward in a positive direction. He is recommending hiring Melissa Kreps to do a quick in-depth review of the curriculum relative to multiple testing data to ensure that our curriculum does indeed address the material in which our students are being tested. This review is not meant to replace, but augment the ongoing curriculum review process through the office of the Assistant Superintendent. Mrs. Helm voiced her support and Mrs. Sakmann said that on behalf of the Curriculum Committee, she felt it would be time and money well spent.

Mr. Painter mentioned at the last BCTC Board meeting he noticed that one of our students, 11th grader Bethany Feinauer, was recognized as a national award winner in Health Related Tech for interviewing skills. He would like to recognize her at the next Board meeting.

Public Comments

Mr. Richard Geertman asked for clarification of the fee being paid to Dr. David O'Rourke. Mrs. Mason replied that it is a modest fee paid for his consultations with our nurses, counseling services, IEP related issues, certification of our medical supplies and day-to-day consultations with administrators regarding medical issues.

Mr. Richard Geertman questioned why we are paying both Barbara Reeser and Fulton Bank for tax collection agreements. Mrs. Mason explained that this agreement allows Barbara Reeser to deputize Fulton Bank to collect the taxes on her behalf. Mr. Boland further explained that while the tax code may be archaic, it requires us to have a tax collector of record. Fulton Bank is our depository bank for the taxes.

Adjournment

A motion was made by Mrs. Sakmann, second by Mrs. Seltzer to adjourn at 7:07 p.m.

Corinne D. Mason
Board Secretary