

# WYOMISSING AREA SCHOOL DISTRICT 2010-4226

## Minutes November 22, 2010

The regular meeting of the Board of School Directors convened at 7:00 p.m. in the Community Board Room of the Jr./Sr. High School 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 indicated the intent to record.

Board Members Present: Mrs. Bamberger, Mrs. Davis, Mr. Fitzgerald, Mr. Larkin, Mr. Painter, Mr. Portner, Mrs. Seltzer and Mrs. Sakmann.

Board Member Absent: Mrs. Helm

Administrative Staff Present: Mr. Krem, Mrs. Mason, Mr. Babb, Ms. Garman, Mr. Griscom, Mrs. Motze and Mr. Roberts.

Attendees: Mr. Brian Boland, Kozloff Stoudt; Mr. Darrin Youker, Reading Eagle, and Shelley Filer, recording secretary. Audience sign-in sheet included as part of these official minutes.

### MEETING ANNOUNCEMENTS

Following the roll call by the Board secretary, Mrs. Davis welcomed everyone and noted that the Board met in executive session following the November 16, 2010 Special Board Meeting and prior to this meeting to discuss personnel and no action was taken.

The following meeting schedules and locations were announced.

- Uniform Committee Meeting – December 6, 2010, 4:30 p.m.
- School Board Reorganization – December 6, 2010, 6:00 p.m., followed by a short business meeting.
- Economic Development Committee Meeting – December 8, 2010, 7:00 p.m., Library Pro Room.

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

Noticing a large contingent of students in the audience who attended the meeting to comment on the proposed school calendar change relative to mid-terms, Mrs. Davis departed from the order of business to invite them to offer their comments. Ryan Melcher, Mark Koslow, and Maria Candal-Tribe spoke in favor of returning to prior years' schedule of having mid-terms followed by half-day early dismissals. This gives students, including those who participate in extra-curricular activities, a chance to study for next day mid-terms and still affords students the experience of preparing for and taking high-stakes exams similarly given by colleges and universities.

Mr. Krem provided some background information on the issue stating that when the calendar was developed last year by his predecessor it was

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a possibility that no mid-terms were to be given. In that case, those days when mid-terms were historically scheduled, would be full school days. Since then, he talked with some faculty members who also felt strongly that mid-terms provided students with critical information about their progress in their coursework. His recommendation to the Board is that the calendar be adjusted to follow the same schedule as in years past.

Mrs. Davis assured the students that the Board shares their concern and they are working with administrators to approve a calendar adjustment, but that the item would be voted on at the December meeting.

## PRESENTATIONS AUDIT REPORT

Linda Himeback from Herbein & Company gave a synopsis of the audit report. She stated that last week she met with the members of the Finance Committee to review the report in detail and reviewed the management letter and findings.

## STUDENT ATHLETE RECOGNITION

Mrs. Motze reported on the success of the girls' cross county team, the golf team, and the girls' tennis team. Each student was presented with a proclamation that was read aloud by Mrs. Davis. A copy is included in these official minutes.

## PUBLIC COMMENT

Mr. Richard Geertman requested that there be hard copies of the agenda for the public even though the electronic agenda is projected on the wall.

## ROUTINE APPROVALS

## MEETING MINUTES

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

- October 12, 2010 Committee of the Whole Meeting
- October 25, 2010, Regular Business Meeting

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

Absent: Helm

Nays: None. Motion carried.

## TREASURER'S REPORT

Upon a motion by Mr. Larkin, second by Mr. Fitzgerald, the Treasurer's Report was accepted as presented.

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

Absent: Helm

Nays: None. Motion carried.

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PAYMENT OF BILLS

Upon motion by Mr. Painter, second by Mrs. Seltzer, payment of bills for the month of October 2010 was approved.

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

Absent: Helm

Nays: None. Motion carried.

**SUPERINTENDENT'S  
REPORT**

**A. FINANCE/  
FACILITIES**

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

1. Approved Budget Transfers in the amount of \$62,438.
2. Approved BCIU Joint Purchase bids for copy paper to Ris Paper Company, Inc. in the amount of \$14,711.96.
3. Approved Taxing Authority 2011 Tax Collector Acceleration Decision Resolution.  
*Background information: Act 32 § 515(b) states that the governing body of each taxing authority that imposed earned income tax prior to January 1, 2011 must designate whether earned income tax will be collected for the taxing authority in 2011 by the tax collector that collects earned income tax for the taxing authority in 2010 or by the tax collector appointed by and under a master contract with the Tax Collection Committee (TCC). The purpose of this resolution is to make that designation.*
4. Approved Taxing Authority Notice to DCED Concerning 2011 Tax Collector Resolution.  
*Background information: Act 32 § 515(b) states that the governing body of each taxing authority that imposed earned income tax prior to January 1, 2011 must designate the tax collector that will collect 2011 earned income tax for the taxing authority.*
5. Approved Resolution Requesting TCC to Contract for Collection of Tax Other Than EIT.  
*Background information: Act 32 § 507 requires the Berks County Tax Collection Committee ("TCC") to appoint and implement a master contract with a Tax Collector to collect earned income tax on a county-wide basis within the Berks Tax Collection District ("TCD"). Act 32 § 509(k) allows the TCC to*

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*designate the Tax Collector to collect other taxes levied under the Local Tax Enabling Act, 53 P.S. § 6924.101 et seq., or other statutory law. The TCC is willing to contract for collection of local services tax and business privilege tax levied by taxing authorities within the TCD that request the TCC to do so, and that execute an agreement in form approved by the TCC. The purpose of this Resolution is for the Wyomissing Area School District ("Taxing Authority") to request that the TCC contract for the collection of local services tax.*

6. Approved promise to pay to the Borough of West Reading in the amount of \$132,579.90.

*Background information: This promise to pay substitutes for the usual requirement of posting a bank letter of credit.*

7. Approved Settlement Agreement with parents of elementary student ID #204277 in the amount of \$20,000.
8. Approved 2009-10 Audit Report with \$1,799,007 to be added to designated fund balance.
9. Approved resolution authorizing James M. Lillis and Kozloff Stoudt to represent the Wyomissing Area School District and to intervene in the appeal filed by the Highlands at Wyomissing with the Berks County Court of Common Pleas regarding their property tax assessment appeal per Resolution No. 11-22-10-01.
10. Approved resolution authorizing James M. Lillis and Kozloff Stoudt to represent the Wyomissing area School District and to intervene in the appeal filed by HCR Manorcare Properties, LLC with the Berks County Court of Common Pleas regarding their property tax assessment appeal per Resolution No. 11-22-10-02.

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

Absent: Helm

Nays: None. Motion carried.

**B. CURRICULUM/  
TECHNOLOGY**

A motion was made by Mrs. Sakmann, second by Mrs. Seltzer to approve the following Curriculum and Technology items:

During discussion Mrs. Davis stated that because the overnight field trip involves both boys and girls track that one of the chaperones should be female. Mrs. Sakmann asked if we have a policy that governs this. Mrs. Motze said we have a recommendation, but not a policy. She said

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similar situations exist in the post-season when teams compete at districts and states because there is no female coach on staff. Mrs. Motze said even if they found a female volunteer to be a chaperone additional costs would be incurred for lodging and expenses. Mr. Krem suggested that Mrs. Motze attend the next Policy Committee meeting to offer input on how the policy may be revised.

1. Approved homebound education for secondary student ID#200920 effective November 8-19, 2010.
2. Approved overnight field trip request – Penn State Invitational Indoor Track Meet, January 21-22, 2011.
3. Approved use and purchase of resource, *A Thousand Splendid Suns*, by Khaled Hosseini to be used in Honors World Cultures. Cost of 40 books and ancillary materials is approximately \$750. *Background information: Students will use this resource to better understand Islamic faith and Islam's role in a society, the Middle East (politics and culture), and the history, politics, and culture of Afghanistan. A grant from WAEF in the amount of \$450 has been approved to defray a portion of the expense.*
4. Approved New Course Proposal – Discrete Math (see attached) *Background information: This course will run as a pilot for the 2011-12 school year at no cost. If successful, the course will be budgeted for 2012-13. This course is recommended for juniors and seniors with a non-math/science interest to reinforce algebra skills in preparation for college level mathematics and promote career/work skills including collaborative work, investigation and presentation of mathematical applications, and appropriate utilization of technology.*
5. Approved pilot of Ballroom Dance Club at the JSHS (see attached proposal) *Background information: This club will run as a pilot for the first year. This program would be for seventh and eighth graders as a continuation of the already existing program at WREC.*

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

Absent: Helm

Nays: None. Motion carried.

**C. PERSONNEL/  
POLICY**

A motion was made by Mrs. Seltzer and second by Mr. Painter, to

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approve the Personnel and Policy agenda items.

During discussion Mrs. Seltzer asked if there was a protocol to follow when an employee passed away while still in service to the district. Mr. Babb responded that district representatives attended the services.

Referring to Policy 006, Mrs. Davis mentioned that for the last several months it has been necessary to vote on agenda items at the Committee of the Whole Meetings. Doing so requires advertising each change in the newspaper which can become costly. She proposed when the meeting schedule is advertised for 2011 that we rename the Committee of the Whole Meetings as School Board Business Meetings with Committee Reports to give us the flexibility to vote on timing-sensitive issues. The format and time of the meeting would remain the same. Following additional discussion, policies 006 and 903 were tabled for further review to be consistent with Mrs. Davis' suggestion.

Mrs. Bamberger suggested that the change in title of Julia Vicente be explained for the benefit of the public. Mr. Krem explained that the title was changed from Assistant to the Superintendent because PDE would require the person in that position to have a letter of eligibility. Mrs. Vicente is in the process of completing the necessary certification. The responsibilities and salary for her position which reflect those of the Assistant Superintendent are unchanged. When she receives her certification the title of the position guide will change.

Upon a motion by Mr. Portner, second by Mrs. Seltzer the Board approved excluding Policies 8a. from the previous motion and only approving the following Personnel items:

1. POSITION GUIDE

- a. Director of Elementary and Secondary Education (new)

2. RETIREMENTS/RESIGNATIONS/TERMINATIONS

- a. Professional Staff
  - 1) **Joseph Robinson**, Secondary French Teacher at the JSHS, resignation, effective date to be determined (may be held for up to 60 days.)
- b. Support Staff
  - 1) **Ronald Blatt**, part-time Crossing Guard and part-time Food Service Pizza Day Assistant, deceased November 12, 2010.

3. LEAVES

- a. Professional Staff
  - 1) **Andrea Boerger**, Elementary Teacher at

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WHEC, extension to child rearing leave from the end of the first semester of the 2010-11 school year to the start of the 2011-12 school year.

- 2) **Gwen Gibson**, Elementary Teacher at WHEC, FMLA/Child Rearing leave change effective start date from on or about November 11, 2010, through the end of the 2010-11 school year to November 1, 2010, through the end of the 2010-11 school year.

### b. Support Staff

- 1) **Donna Bottiglieri**, full-time Special Education Instructional Aide at WHEC, unpaid leave February 14-18, 2011.
- 2) **Mary Lieberman**, full-time Special Education Instructional Aide at WREC, unpaid leave December 20-23, 2010.
- 3) **Patricia Skorpinski**, full-time Special Education Instructional Aide at WREC, unpaid leave March 7-10, 2011.
- 4) **Janice Duquette**, full-time Secretary to the Jr./Sr. High School Principals, FMLA leave effective November 8 - November 11, 2010.
- 5) **Suzanne Herbst**, part-time Food Service Worker at WHEC, unpaid leave November 2-4, 2010.
- 6) **Karen Sichak**, part-time Teacher's Instructional Aide at WHEC, unpaid leave September 22-28, 2010.

## 4. APPOINTMENTS/TRANSFERS

### a. Administrative Staff

- 1) **Julia R. Vicente**, Director of Elementary and Secondary Education, at a starting salary of \$110,000, prorated, pending receipt of necessary documentation and subject to and conditioned upon negotiating an Employment Agreement between the Board of School Directors and Mrs. Vicente on all matters including the length of term and all other terms and conditions of employment. The final contract between the parties shall be approved the Board of School Directors at the meeting next following the completion of the Employment Agreement. Employment pursuant to the Resolution shall not begin until the final Employment Agreement is approved by the Board.

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*Background Information: Mrs. Vicente is currently the Director of Secondary Education with the Reading School District where she supervises and oversees all of the activities, instructional programs and staff of the four Gateway Magnet Schools, four middle schools, both high schools and the alternative school. Prior to this time, she served in several administrative positions including District Coordinator for Gifted Education and Home Schooling, District Coordinator for the Educational Assistance Program/District Tutoring Initiative, Principal and Assistant Principal with the Lancaster School District. Mrs. Vicente earned her Masters of Education in Gifted Education, her Administrative Certification and her Supervisory Certificate, Communication Arts, from Millersville University and her Bachelor of Arts in English, Electives in Education from Albright College.*

**b. Professional Staff**

- 1) **Brittany Robinson**, extension to Long-term Substitute position at WHEC from the end of the first semester of the 2010-11 school year to the end of the 2010-11 school year.

*Background Information: Ms. Robinson is replacing Mrs. Boerger while she is on leave.*

**c. Effective Date**

- 1) **Amanda Myers**, Long-term Substitute Elementary Teacher at WHEC, change effective date from on or about November 9, 2010, to November 1, 2010.

*Background Information: Ms. Myers is replacing Mrs. Gibson while she is on leave.*

**d. Support Staff**

- 1) **Keith Heltzinger**, full-time Custodian (2<sup>nd</sup> shift) at WHEC, 8 hrs./day, \$11.62/hr., effective November 23, 2010, pending receipt of necessary documentation.

*Background Information: Mr. Heltzinger is replacing Dennis Keglovics.*

- 2) **William Harcar**, transfer from full-time Custodian (2<sup>nd</sup> shift) at the JSHS to full-time Custodian (2<sup>nd</sup> shift) at WREC, with no change in hourly rate or number of hours worked, effective November 23, 2010.



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*Background Information: Mr. Harcar is filling the vacancy created by the transfer of Michael Hawkins to the JSHS.*

- 3) **William C. Cary**, transfer from full-time Custodian (Floater) to full-time Custodian (2<sup>nd</sup> shift) at the JSHS, with no change in hourly rate or number of hours worked, effective November 23, 2010.

*Background Information: Mr. Cary is filling the vacancy created by the transfer of William Harcar to WREC.*

e. Supplemental Staff

- 1) **David M. McDermott**, substitute weight-room supervisor, \$9.69/hr., effective November 5, 2010.
- 2) **Charles R. Hiestand, III**, Information Technology Intern, \$10.00/hr., not to exceed 160 hours, effective December 13, 2010.

*Background Information: These hours are included in the IT budget.*

**Winter Athletics:**

- 3) Approved Revised Supplemental Athletics List for Winter Sports 2010-11.

**5. ADDITIONAL HOURS**

a. Professional Staff

- 1) **William Hartman**, Secondary Math Teacher at the JSHS, to provide homebound instruction for one secondary student ID #200920, effective November 8-19, 2010, for a shared maximum not to exceed 5 hours per week, at the approved professional contracted rate.
- 2) **Kim Lally**, Guidance Counselor at the JSHS, to provide homebound instruction for one secondary student ID #200920, effective November 8-19, 2010, for a shared maximum not to exceed 5 hours per week, at the approved professional contracted rate.

**6. ADDITIONS/DELETIONS TO THE DISTRICT SUBSTITUTE LIST (attached)**

**7. ADDITIONS/DELETIONS TO THE DISTRICT VOLUNTEER LIST (attached)**

Yeas: Bamberger, Fitzgerald, Larkin, Painter, Portner, Sakmann,

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Seltzer and Davis.

Absent: Helm

Nays: None. Motion carried.

Upon a motion by Mr. Portner, second by Mr. Larkin the Board approved the adoption of the following policies:

**8. POLICIES**

a. Second reading/adoption of the following policies:

104 – Nondiscrimination in Employment/Contract Practices

314 – Physical Examination

705 – Safety

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

Absent: Helm

Nays: None. Motion carried.

**OLD BUSINESS**

Mrs. Davis reported that there is an AFSCME meeting scheduled for December 7, 2010 at 4:00 p.m.

**NEW BUSINESS**

Mr. Krem explained the purpose of the proposed school calendar adjustment. At the time the calendar was developed, it was the impression of the Acting Superintendent mid-terms would not be given; therefore, there was no reason to have half-days. Ensuing conversations with faculty and Dr. Speace have led to the determination that mid-terms will be given; therefore, it seems prudent to continue with the historical half-day schedule.

Mrs. Bamberger suggested that when next year's calendar is developed that we carefully consider how to remedy the lack of instructional time in January due to scheduling issues impacted by mid-terms, holidays, standardized testing, etc.

Mrs. Bamberger reported that her ad hoc committee was brainstorming ideas to enhance communication between the school district and the community. Some suggestions included a monthly e-mail newsletter or an interactive Facebook page similar to Wyomissing Borough.

Mrs. Seltzer announced that the Community Relations Committee would be meeting January 6, 2011 at 7:00 p.m. She will brainstorm this topic with her committee as well.

Mrs. Bamberger expressed concern that we need to keep the idea of

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hiring a grant writer in the forefront because each month that passes, we may be losing valuable opportunities.

Mr. Krem cautioned the Board to be cognizant of the fact that having the suggested communication pieces may result in additional costs for salary and/or benefits to develop and maintain an e-mail newsletter or Facebook page. He believes most districts have a Director of Communications who handles such responsibilities.

### PUBLIC COMMENT

Mr. Murray questioned the fees or rates associated with Mr. Lillis's representation of the district in the assessment appeals. Mr. Boland responded that the rate is the standard rate for Kozloff Stoudt and there is currently no cap.

Mr. Murray suggested that we should list all of the properties that have filed a successful assessment appeal rather than Right-to-Know requests. He feels assessment appeals have a far greater impact in cost to the taxpayer than Right-to-Know requests.

### HEARING FROM WAEA

Mr. Tim Hetrich shared the following accomplishments of faculty and students:

- The social studies department hosted a Veterans' Day breakfast on November 12, 2010. The event included 30 veterans spanning 60 years of service. All 9<sup>th</sup> graders attended.
- Wyomissing Area hosted a Model UN conference with 160 students from 13 schools in Berks County. Our students won more than 50% of the available awards.
- Career day for 8<sup>th</sup> and 10<sup>th</sup> graders was held November 17, 2010. Eighth-graders had an opportunity to interface with professionals who visited the district. Tenth- and some eleventh-graders were out shadowing professionals in their workplace.
- Jennifer Helenik, grade 12, is Berks County's Outstanding Young Woman. She was profiled on Channel 69 News regarding her work with a local food bank.

### ADJOURNMENT

A motion was made by Mr. Portner, seconded by Mr. Fitzgerald to adjourn at 8:02 p.m.

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Corinne D. Mason  
Board Secretary