

WYOMISSING AREA SCHOOL DISTRICT

630 Evans Avenue
Wyomissing, PA 19610

Our Mission

The Wyomissing Area School District, in partnership with parents and community, is committed to:

- *educate all students to their fullest potential*
- *provide all students with the opportunity to acquire the knowledge and skills to be successful in the 21st century*
- *encourage all students to be productive, responsible citizens and lifelong learners.*

Board of School Directors

Mr. John A. Larkin, President
Mrs. Lynn T. Sakmann, Vice President
Mr. Lawrence A. Fitzgerald, Treasurer
Kurt Althouse, Esq.
Jana R. Barnett, Esq.
Mrs. Michelle M. Davis
Mr. Randall E. Hinsey, Jr.
Mrs. Joanne E. McCready
Mr. Gregory L. Portner

Non Members

Mrs. Corinne D. Mason, Board Secretary
Dr. Pamela R. Pulkowski, Assistant Superintendent

Ex Officio Member

Dr. Helen H. Larson, Superintendent

SCHOOL BOARD WORK SESSION

Monday, November 17, 2008 – 6:00 P.M.
Community Board Room

OPENING

- I. Call to Order – Mr. John A. Larkin, Board President, Presiding
- II. Announcement of Recording by the Public
- III. Pledge of Allegiance to the Flag
- IV. Roll Call
- V. Welcome to Visitors

ANNOUNCEMENT OF MEETINGS

- Regular Board Meeting – Monday, November 24, 2008, 7:30 p.m., Community Board Room
- Reorganization Meeting – Tuesday, December 2, 2008, 6:00 p.m., Community Board Room

PRESENTATIONS

- “Hills Happenings” Newscast presentation – Mr. Aaron Roberts

RECOGNITION

- Introduction of Ms. Jan Cremer, WAEF Executive Director

- VI. Public Comment on Agenda Items

November 17, 2008 Board Work Session

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BOARD LIAISON REPORTS

BOARD ACTION

Board Liaison Reports/Additional Meeting Reports

- Personnel – Mr. Larkin/Mrs. McCready
- Curriculum – Mrs. Sakmann/Mr. Larkin
- Finance – Mr. Larkin/Mr. Fitzgerald/Mr. Portner
- Facilities – Mrs. McCready/Mr. Althouse
- Technology – Mr. Fitzgerald/Mr. Hinsey
- Policy – Mrs. Barnett/Mr. Portner
- Berks Career & Technology Center – Mr. Althouse/Mr. Portner
- Berks County Intermediate Unit – Mr. Hinsey
- Earned Income Tax – Mrs. Barnett/Mrs. McCready
- Legislative/PSBA – Mr. Fitzgerald
- Wyomissing Area Education Foundation – Mrs. Sakmann
- Joint Boroughs/District – Mr. Hinsey

Information Item

11/17/2008 Meeting

MINUTES

- I. Approve Board Meeting Minutes
 - October 20, 2008 Work Session
 - October 27, 2008 Regular Board Meeting

Board Motion

11/24/2008 Meeting

PERSONNEL

- I. Approve Support Staff Change in Hours - **William Harcar**, from Full-time 1st Shift Custodian at the JSHS, to Full-time 2nd Shift Custodian at the JSHS, effective November 18, 2008, with no change in hourly rate.

Board Motion

11/17/2008 Meeting

Background Information: Mr. Harcar will be replacing Ron DeFrees.

BOARD MOTION – November 17, 2008

Move that the Board of School Directors approve the support staff change in hours for William Harcar as noted.

- II. Approve November 2008 Personnel Report (Report attached.)

Board Motion

11/24/2008 Meeting

CURRICULUM

- I. Approve 9th Grade Algebra Applications Course

Background Information: To increase the rigor of the math curriculum, this course (along with Algebra I plus) would replace Algebra Concepts I and prepare students for Geometry & Academic Algebra II.

Board Motion

11/24/2008 Meeting

- II. ~~Approve Agreement with Olivet Boys Club to provide an after-~~

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~~school study club at the West Reading Elementary Center.~~

BOARD ACTION

Board Motion
11/24/2008 Meeting

FINANCE/BUSINESS OFFICE

- I. Approve resolution authorizing adoption of 403(b) Plan Document and 403(b) Adoption Agreement as per Resolution No.11-17-08-1 Copy included as part of Board packet.
- II. Approve resolution authorizing Third Party Administrator Agreement with Employer Admin Services, Inc. and Service Provider Agreement with Kades Margolis Corporation as per Resolution No. 11-17-08-2. Copy included as part of Board packet.

Board Motion
11/17/2008 Meeting

Board Motion
11/17/2008 Meeting

BOARD MOTION – November 17, 2008

Move that the Board of School Directors approve the Finance/Business Office items I. and II. resolutions as noted.

- III. Approve Financial Reports – October 2008 that are included in the official minute book and provided to Board members.
- IV. Approve payment of properly approved vendor invoices for the General Fund, Athletic Fund, Food Service Fund and Capital Reserve Fund.
- V. Approve changing the tax collector compensation to \$.10 per real estate tax bill and \$.10 per capita tax bill for the four year period beginning January 2010.
- VI. Approve High School Donation Program with Ohiopyle Prints, Inc.

Background Information – Ohiopyle Prints, Inc. will partner with Rite-Aid Pharmacy of 2320 Penn Ave, West Reading, PA 19611 to supply community pride souvenirs. Quarterly donations will be made to the school for 7% of wholesale cost invoiced to the retailer.

Board Motion
11/24/2008 Meeting

Board Motion
11/24/2008 Meeting

Board Motion
11/24/2008 Meeting

Board Motion
11/24/2008 Meeting

- VII. Approve submission of Title III Grant in the amount of \$11,650.

Background information – These funds will be used for our Summer Academy.

Board Motion
11/24/2008 Meeting

- VIII. Accept donation from Kurt & Allison Althouse – \$200

Background Information – This gift is to be used toward the purchase of the Game Ready machine to be used by the athletic trainers.

Board Motion
11/24/2008 Meeting

- IX. Approve Budgetary Transfers in the amount of \$_____.

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BOARD ACTION

Board Motion
11/24/2008 Meeting

FACILITIES

- I. Mr. Craig Fries to present:
- Roof Management Plan
 - Reprioritization Plan

Information Item
11/17/2008 Meeting

SCHOOL ACTIVITIES & ATHLETICS

TECHNOLOGY

SUPERINTENDENT'S OFFICE

- I. Approve First Reading of Policies –

Policy 212 - Reporting Pupil Progress
Policy 213 – Assessment of Student Progress
Policy 214 – Class Rank
Policy 215 – Promotion, Retention & Acceleration
Policy 216 – Student Records
Policy 217 – Graduation Requirements
Policy 800 – Records Management
 800-AR – Records Management
 800-AR-1 – Records Retention Schedule
 800-AR-2 – Litigation Hold
Policy 801 – Public Records
 801-AR – Exempted Records
 801-AR-1 – Disclosure/Production of Certain Records
 801-AR-2 – Fees For Public Records Requests

Board Motion
11/17/2008 Meeting

BOARD MOTION – November 17, 2008

Move that the Board of School Directors approve the above listed policies for a first reading.

- II. Approve Adoption of Policy 210.1-Possession/Use of Asthma Inhalers and EpiPens.

Board Motion
11/17/2008 Meeting

BOARD MOTION – November 17, 2008

Move that the Board of School Directors approve Policy 210.1 for adoption.

- III. Approve Participation in the Energy Star Program which recognizes energy performance of school district facilities.

Board Motion
11/24/2008 Meeting

- IV. Approve donation of astronomy library books by Dr. Keith Minnich

Board Motion

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BOARD ACTION

in recognition of the International Year of Astronomy 2009.

11/24/2008 Meeting

- V. Approve reciprocal agreement between Spruce Manor Nursing and Rehabilitation Center and the Wyomissing Area School District for temporary emergency evacuation quarters.

Board Motion
11/24/2008 Meeting

ADMINISTRATIVE REPORTS

- I. Treasurer's Report

Information item
11/24/2008 Meeting

OLD BUSINESS

NEW BUSINESS

PUBLIC PARTICIPATION

- Recognition of Visitors
*The Board welcomes comments on any school subject.
Speakers are requested to identify themselves by name and address.*

ADJOURNMENT

EXECUTIVE SESSION – (If Needed)

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PERSONNEL REPORT

- I. Approve Confidential Support Staff Appointment - _____, Network/Communications Specialist, \$_____/yr., effective _____, pending receipt of necessary documents.

Background Information: _____ is replacing Mike Cawley.

- II. Approve Support Staff Appointments:
- a. _____, Part-time Special Education Instructional Aide at WHEC, _____/hr., 6.5 hrs./day, effective _____, pending receipt of necessary documents.

Background Information: _____ is replacing Lindsey Casciano.

- b. **Rachel Gutzler**, Full-time Library Instructional Aide at the JSHS, 10.72/hr., 7 hrs./day, effective November 25, 2008, pending receipt of necessary documents.

Background Information: Ms. Gutzler is replacing Janice Varone.

- III. Approve Amended Support Staff Salary for the 2008-09 school year - **Jane Lim**, Full-time Computer Lab Aide at WHEC, from \$10.57/hr. to \$10.88/hr., effective July 1, 2008.

- IV. Ratify Hours - **Kim Tetley** to provide assistance related to publication of the District newsletter, at a rate of \$13.50/hr., for 41 hrs.

- V. Approve Positions:

- a. Communications Assistant for the 2008-09 school year, approximately 10 hrs./week for 36 weeks, at a stipend of \$4,860
- b. Summer Academy Coordinator for the 2008-09 school year, at a stipend of \$3,000.

Background Information: Summer Academy is funded through Title I and Title III funding.

- c. Summer Safari Coordinator for the 2008-09 school year, at a stipend of \$3,000.

Background Information: Summer Safari Coordinator stipend will be paid through Summer Safari tuition.

- VI. Approve Position Guides (Copies included as part of the Board packet):

- a. Summer Academy Coordinator
- b. Summer Safari Coordinator

- VII. Ratify Additional Hours for Support Staff - **Mary Muir**, a total of 13.25 hours at her approved hourly rate, on October 17, 20, and 21, 2008, to set-up database for scanning 4sight Benchmark Testing for grades 3-8.

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- VIII. Ratify/Approve Support Staff Unpaid Leave Requests:
- a. **Audrey Schaeffer**, Part-time Food Service Worker at WHEC, unpaid leave for October 23, 24, 27, and 28, 2008.
 - b. **Amber Gockley**, Guidance Department Secretary at the JSHS, unpaid leave for December 29-30, 2008 and January 2, 2009.
 - c. **Linda Lamp**, Part-time Food Service Worker at the JSHS, unpaid leave for November 3-6, 2008.
- IX. Approve the following Confidential Support Staff Position Guides (Copies included as part of Board packet)
- a. Administrative Assistant to the Superintendent
 - b. Administrative Assistant to the Assistant Superintendent
- X. Approve adoption of Non-Supervisory Personnel Group Compensation Plan. (Copies are included as part of the Board packet.)
- XI. Ratify Supplemental Athletic Appointment - **Timothy Matlack**, Assistant Swimming Coach at the JSHS, 23.4 points, \$1,954 effective November 17, 2008, pending receipt of necessary documents.
- XII. Approve Supplemental Activities Appointments:
- a. **Danielle Mocerri**, Dance Club Co-Advisor, 2.5 points, \$209 effective for the 2008-09 school year.
 - b. **Margaret Shomgard**, Dance Club Co-Advisor, 2.5 points, \$209, effective for the 2008-09 school year.
- Background Information: Dance Club was approved at the October 27, 2008 meeting of the Board of School Directors.*
- XIII. Approve Substitute Study Hall Monitor - **Valerie McVay**, Substitute Study Hall Monitor at the JSHS, at the professional contracted hourly rate, currently \$31.50/hr., for 30 minutes each day worked.
- XIV. Approve Stipend - **Peter Beck**, Auditorium Production Coordinator, for the 2008-09 school year, with a stipend of \$2,500.
- XV. Approve additions/deletions to substitute list.
- XVI. Approve additions to district volunteer list.