

WYOMISSING AREA SCHOOL DISTRICT 2008-3971

Minutes November 24, 2008

The regular meeting of the Board of School Directors convened at 7:30 p.m. in the community board room of the Jr./Sr. High School with Mr. Larkin, Board President, presiding.

PLEDGE OF ALLEGIANCE

Following the pledge, President Larkin asked if anyone intended to record the meeting and no one responded. The secretary called the roll of Board members.

Board Members Present:

Mr. Althouse, Mrs. Barnett, Mrs. Davis, Mr. Fitzgerald, Mr. Hinsey, Mrs. McCready, Mr. Portner, Mrs. Sakmann and Mr. Larkin.

Administrative Staff Present:

Dr. Pulkowski, Mrs. Mason, Ms. Garman, Mr. Ashton, Mr. Fries, Mr. Gall, Dr. Moyer, Mr. Roberts, Dr. Speace, Mrs. Whye, Dr. Zerr and Dr. Larson.

Attendees:

Mr. Boland, Kozloff Stoudt and Diane Schaeffer, recording secretary. Audience sign-in sheet included as part of these official minutes.

WELCOME

President Larkin welcomed everyone. He announced that an executive session was held Thursday evening, November 20, 2008 and no action was taken.

MEETING ANNOUNCEMENTS

He noted the annual Reorganization Meeting of the Board is scheduled for Tuesday, December 2, 2008, at 6:00 p.m., in the Community Board Room.

PRESENTATIONS

No presentations.

PUBLIC COMMENT ON AGENDA ITEMS

Mr. Mike Mitchell, Sr. said that Dr. Larson indicated at last week's work session that the Non-Supervisory Personnel Group Compensation Plan covers the athletic trainer and assistant trainer. He stated the agenda includes approval of a plan which goes over and above what needs to be done. The plan includes an insurance package with funds for health care from age 65-70.

Ms. Garman responded that the Non-Supervisory Personnel Group is a subset of Act 93 and the plan would be in effect until June 30, 2009. At that point the contract may or may not be renewed.

There were questions from the audience about the process of announcing the intent to record a meeting, and Mr. Boland confirmed that an announcement of intent to record must be made.

Mr. Bill Murray asked who was responsible for putting the Communications Assistant back on the agenda. Dr. Larson noted that administration is in favor of the position and it is on the agenda for the Board's consideration.

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Mr. Mitchell commented on the after-school help that is provided for athletes that should be provided for all the kids who need extra help.

LIAISON REPORTS

There were no liaison reports.

APPROVED MEETING MINUTES

Upon motion by Mrs. McCready, seconded by Mrs. Barnett, the minutes of the October 20, 2008 work session and October 27, 2008 Board meeting were approved as presented.

Yeas: Althouse, Barnett, Davis, Fitzgerald, Hinsey, McCready, Portner, Sakmann and Larkin.

Nays: None. Motion carried.

PERSONNEL

President Larkin noted that the personnel item to approve the position of Communications Assistant, item VI.a. on the Personnel Report, would be voted on separately. It was also determined that Personnel Report item XII. to approve the adoption of the Non-Supervisory Personnel Group Compensation Plan would be voted on separately.

APPROVED PERSONNEL REPORT AND ADDENDUM

A motion was made by Mrs. Sakmann and seconded by Mrs. Barnett to approve the personnel report, excluding item VI.a. and XII. as noted, and the inclusion of an addendum item to approve the position of a full-time special education aide at the high school effective November 25, 2008.

After further discussion, a motion was made by Mrs. Barnett and seconded by Mrs. Sakmann to amend the motion indicating the change to Personnel Report item V. to read "Ratify Hours of Employment for Kim Tetley for assistance provided in the publication of the District newsletter at a rate of \$13.50 for 41.25 hrs."

Mr. Fitzgerald asked for information on the addendum. Dr. Zerr indicated the position of a full-time aide is necessitated by IEP requirements and the salary range would be \$11-\$13/hour.

Yeas: Althouse, Barnett, Davis, Fitzgerald, Hinsey, McCready, Portner Sakmann and Larkin.

Nays: None. Motion carried.

COMMUNICATIONS ASSISTANT POSITION DENIED

A motion was made by Mrs. Barnett and seconded by Mrs. McCready to approve the position of Communications Assistant for the 2008-09 school year, approximately 10 hrs./week for 36 weeks, at a stipend of \$4,860.

Mr. Larkin stated that the Board was considering the position itself and not the person who would fill the position. Mrs. McCready asked what

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the impact would be if the position were not approved.

Dr. Larson indicated that it could affect the number of newsletters that are published and the timeliness of information on the web site.

Yeas: McCready, Sakmann and Larkin.

Nays: Althouse, Barnett, Davis, Fitzgerald, Hinsey and Portner.
Motion denied.

**ADOPTED NON-
SUPERVISORY
PERSONNEL GROUP
COMPENSATION
PLAN**

There was discussion on the Non-Supervisory Personnel Group Compensation Plan and the benefits that are included. The Board considered whether to table the item until it could be examined further or to delete item 17, the insurance package that would provide health care benefits after retirement from age 65-70.

Mr. Murray stated that a part-time employee should not have the benefits that were indicated in the plan and he felt it was not well thought out in terms of the timing and the pending teacher negotiations.

A motion was made by Mrs. Barnett and seconded by Mrs. Sakmann to approve the adoption of the Non-Supervisory Personnel Group Compensation Plan with the elimination of the Employment Benefit item #17 Insurance Package, effective July 1, 2008 to June 30, 2009.

Yeas: Althouse, Barnett, Davis, McCready, Sakmann and Larkin.

Nays: Fitzgerald, Hinsey and Portner. Motion carried.

CURRICULUM

A motion was made by Mrs. Davis and seconded by Mrs. Sakmann to approve the 9th Grade Algebra Applications Course.

Yeas: Althouse, Barnett, Davis, Fitzgerald, Hinsey, McCready, Portner, Sakmann and Larkin

Nays: None. Motion carried.

**FINANCE/BUSINESS
OFFICE**

A motion was made by Mr. Fitzgerald, second by Mrs. Barnett to approve the Finance/Business office items. After discussion it was agreed that the settlement agreements would be recommended for approval without listing the costs.

**APPROVED
FINANCIAL REPORTS**

Approved Financial Reports for October 2008 and included as part of these official minutes.

**APPROVED PAYMENT
OF INVOICES**

Approved payment of properly approved vendor invoices for the General Fund, Athletic Fund, Food Service Fund and Capital Reserve Fund.

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APPROVED CHANGE
IN TAX COLLECTOR
COMPENSATION

Approved 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.

APPROVED H.S.
DONATION
PROGRAM WITH
OHIOPYLE PRINTS

Approved 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.

APPROVED
SUBMISSION OF
TITLE III GRANT

Approved submission of Title III Grant in the amount of \$11,650.

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

ACCEPTED
DONATION

Accepted 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.

APPROVED
BUDGETARY
TRANSFERS

Approved Budgetary Transfers in the amount of \$353,818 for the General Fund and \$1,668 for the Athletic Fund.

APPROVED
RESOLUTION
11-24-08-1

Approved resolution authorizing Kozloff Stoudt to represent the Wyomissing Area School District and to intervene in the appeal filed by Arrow International, Inc. and Teleflex Incorporated with the Berks County Court of Common Pleas regarding their property tax assessment appeal per Resolution No. 11-24-08-1. Copy included as part of Board Packet.

APPROVED
SETTLEMENT
AGREEMENTS

Approved Settlement Agreements –

Agreement with parents of elementary student ID#202366 as stipulated in the agreement executed on November 24, 2008 as presented and made part of these official minutes.

Agreement with parents of secondary student ID#201151 as stipulated in the agreement executed on November 24, 2008 as presented and made part of these official minutes.

Yeas: Althouse, Barnett, Davis, Fitzgerald, Hinsey, McCready, Portner, Sakmann and Larkin

Nays: None. Motion carried.

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FACILITIES

There were no agenda items for Board approval.

TECHNOLOGY

There were no agenda items for Board approval.

SUPERINTENDENT'S OFFICE

A motion was made by Mrs. Barnett and seconded by Mr. Portner to approve the first reading of the following policies:

APPROVED FIRST READING OF POLICIES

Policy 005 – Organization
Policy 006 – Meetings

Yeas: Althouse, Barnett, Davis, Fitzgerald, Hinsey, McCready,
Portner, Sakmann and Larkin.

Nays: None. Motion carried.

A motion was made by Mrs. Sakmann and seconded by Mr. McCready to approve the following Superintendent's Office items:

APPROVED ADOPTION OF POLICIES

Approved the second reading/adoption of the following 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

APPROVED PARTICIPATION IN ENERGY STAR PROGRAM

Approved participation in the Energy Star Program which recognizes energy performance of school district facilities.

ACCEPTED ASTRONOMY BOOKS

Accepted donation of astronomy library books by Dr. Keith Minnich in recognition of the International Year of Astronomy 2009.

APPROVED AGREEMENT WITH SPRUCE MANOR

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

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Yeas: Althouse, Barnett, Davis, Fitzgerald, Hinsey, McCready,
Portner, Sakmann and Larkin.

Nays: None. Motion carried.

ADMINISTRATIVE REPORTS

Treasurer's Report (Informational)

OLD BUSINESS

Mr. Fitzgerald and Mr. Althouse asked the Board to take the Berks Career & Technology Center's calendar into consideration as they begin planning the District's 2009-2010 school calendar.

NEW BUSINESS

Dr. Larson shared information from Toscani Restaurant on a student rewards program that the Board agreed could be shared with the elementary students.

PUBLIC PARTICIPATION

Mr. Mike Mitchell questioned the policy relative to nurses accompanying students on field trips.

Dr. Pulkowski reported on the Pennsylvania School Nurse Law which says only a licensed nurse, school nurse, or parent may administer medication. She noted that as teachers plan for field trips, it is incumbent upon the District to know if there will be students on the trip that require medication so the law can be followed. Mr. Boland noted the agencies were contacted and you cannot just delegate the duty to anyone but a licensed professional.

Mrs. Kate Thornton announced that the Berks Community Foundation recently had a competition and she was surprised the District did not participate.

Dr. Larson noted she was aware of the competition and shared the information with the high school administrators but it was decided the timing was not good but it was seriously considered.

Mr. Murray noted the Board's adoption of the Non-Supervisory Compensation Plan and asked if a part-time person would have health benefits.

Ms. Garman responded that at the present time the part-time person is not impacted.

ADJOURNMENT

A motion was made by Mr. Fitzgerald, seconded by Mrs. McCready to adjourn at 8:40 p.m.

Corinne D. Mason
Board Secretary

Personnel Report

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- I. Approve Confidential Support Staff Appointment - **John Hungerford**, Network/Communications Specialist, \$50,000/yr., prorated, effective December 8, 2008, pending receipt of necessary documents.
Background Information: Mr. Hungerford is replacing Mike Cawley.
- II. Approve Support Staff Appointments:
 - a. **Linda Wynne**, Part-time Special Education Instructional Aide at WHEC, \$11.22/hr., 6.5 hrs./day, effective December 2, 2008, pending receipt of necessary documents.
Background Information: Ms. Wynne 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. Ratify Change in Support Staff Resignation Date - **Susan Bennett**, Part-time ESL Instructional Aide at WHEC, from December 23, 2008 to November 21, 2008.
Background Information: Ms. Bennett's resignation was approved at the October 27, 2008 meeting of the Board of School Directors.
- IV. 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.
- V. Ratify Hours of Employment - **Kim Tetley** for assistance that was provided in the publication of the District newsletter, at a rate of \$13.50/hr., for 41.25 hrs.
- VI. 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 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.

- VII. Approve Position Guides:
- Summer Academy Coordinator
 - Summer Safari Coordinator
- VIII. 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.
- IX. Approve FMLA Leave - **Julie Miller**, Full-time Custodian at the JSHS, a family medical leave of absence, effective December 22, 2008 to approximately January 5, 2009.
- X. Ratify/Approve Support Staff Unpaid Leave Requests:
- Audrey Schaeffer**, Part-time Food Service Worker at WHEC, unpaid leave for October 23, 24, 27 and 28, 2008.
 - Amber Gockley**, Guidance Department Secretary at the JSHS, unpaid leave for December 29-30, 2008 and January 2, 2009.
 - Linda Lamp**, Part-time Food Service Worker at the JSHS, unpaid leave for November 3-6, 2008.
 - Gail Latham**, Part-time Crossing Guard at WHEC, unpaid leave November 14, 17, 18, 19, 20, & 21, 2008.
- XI. Approve the following Confidential Support Staff Position Guides:
- Administrative Assistant to the Superintendent
 - Administrative Assistant to the Assistant Superintendent
- XII. Approve adoption of Non-Supervisory Personnel Group Compensation Plan.
- XIII. 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.
- XIV. Approve Supplemental Activities Appointments:
- Danielle Mocerri**, Dance Club Co-Advisor, 2.5 points, \$209 effective for the 2008-09 school year.
 - 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.

- Diana Swavely**, Homework Club Advisor, Grades 5-6, \$1,628, effective for the 2008-09 school year.

- XV. Ratify Change in Supplemental Activities Appointment - **Scott Angstadt**, Hand Bell Choir Advisor (WREC), from 10 points, \$835, to 10 points, \$418 for 1/2 of the 2008-09 school year.

Background Information: Mr. Angstadt was approved as the WREC Hand Bell Choir Advisor for the entire 08-09 school year at the October 27, 2008 meeting of the Board of School Directors, but will only be advising this club for 1/2 of the school year.

- XVI. 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.
- XVII. Approve Stipend - **Peter Beck**, Auditorium Production Coordinator, for the 2008-09 school year, with a stipend of \$2,500.
- XVIII. Approve additions/deletions to substitute list.
- XIX. Approve additions to district volunteer list.