

WYOMISSING AREA SCHOOL DISTRICT
School Board Work Session Minutes
June 16, 2008

The Wyomissing Area School District Board of School Directors' work session convened at 6:00 p.m. with President Snyder presiding.

PLEDGE OF
ALLEGIANCE

Following the pledge, the secretary called the roll of board members.

Board Members Present: Mrs. Barnett, Mr. Althouse, Mr. Fitzgerald, Mr. Hinsey, Mr. Larkin, Mrs. McCready, Mr. Portner, Mrs. Sakmann, and Mr. Snyder.

Administrators Present: Mrs. Motze, Mr. Roberts, Dr. Moyer, Mr. Ashton, Mr. Babb, Mrs. Whye, Dr. Zerr, Dr. Speace, Ms. Garman, Mrs. Mason, and Dr. Larson.

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

Mr. Snyder announced executive sessions were held on June 4, June 10, and June 16, and no action was taken. There will be an executive session after this meeting.

Mr. Snyder welcomed everyone and reported that the next meeting of the Board was scheduled for Monday, June 23, 2008, at 7:30 p.m.

RECOGNITION -

Mrs. Motze, Athletic Director, read and presented a proclamation to members of the Boys' Volleyball and Tennis Teams. A copy of the proclamation is included as part of these official minutes.

PRESENTATIONS -

Each building principal provided updates on happenings in their respective buildings.

Mr. Roberts reported that the annual end-of-year songfest was held, yearbooks were prepared and distributed, and an accelerated math luncheon was held with 17 of the 18 invited parents in attendance.

Mrs. Whye reported on the huge success of "Summer Safari." The number of students attending this summer was 260; an increase of 200 when compared to last summer. She noted that "Moving Up Day" was celebrated in the high school due to the extreme heat that day. The end-of-the year Camp Conrad Weiser trip was enjoyed by all, and Mrs. Whye thanked the Board for their support of the program.

Dr. Speace acknowledged the hard work of the grounds crew in making the outdoor graduation ceremony possible. She reported that 234 AP exams were administered during the school year. Also, co-teaching and RtI training is underway and seven co-teaching scenarios will occur in the fall. A discipline summary was prepared by Mr. Babb and Mr. Ashton and was provided to the Board members.

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Public Comment on Agenda Items –

Mr. Michael Mitchell, Sr., posed a question about the fund balance.

Mr. Bill Murray questioned why transfers are being done and not Board approved.

Mrs. Mason explained that this is formality to complete the end-of-the-year work. This is not a change in prior year practices.

Mr. Murray noted that the Board is being asked to approve two new high school teachers with no experience to fill vacancies created when experienced teachers left the District. He asked if experienced applicants are applying.

Dr. Larson responded that the District is looking at very qualified applicants and finding the best person for the positions.

Mr. Murray asked if the administrators' salary list will be made public, and Dr. Larson responded that it would.

Mr. Mitchell asked if the salary for the new Director of Technology was within the range established by the Board. He also questioned the substantial salary increase for Michael Matz.

Ms. Garman explained that before Mr. Laubach, the former Technology Director, left the District in February, discussions began about rearranging the Technology Department. Mr. Matz's salary reflects his promotion to Technology Services Coordinator.

Mr. Mitchell noted such salary increases may have an impact on upcoming teacher negotiations.

Mr. Peter Schiaroli asked if any action would be taken in regard to the inappropriate comments made in the Wyomissing Hills Elementary Center lobby by the Director of Human Resources.

Solicitor Mr. Boland noted he was directed by the Board to look into the matter and the Board has been made aware of action taken.

Mrs. Barbara Cafurello asked if there is a percentage for the administrator and support staff salary increases.

Ms. Garman responded that the support staff increases will depend on experience and education and work is being finalized on the administrative staff.

Mr. Murray asked for more information as to a percentage of increase.

Mr. Snyder indicated it would be about 4%.

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LIAISON REPORTS –

Mr. Fitzgerald reported that a legislative meeting was held at the BCIU and three local representatives attended.

Mr. Portner reported that a new principal was hired at the West Campus of the Berks Career & Technology Center. Mr. Snyder noted that he will attend his last meeting as representative to the BCTC board on Wednesday and Mr. Althouse will be replacing him as the representative. He instructed the recording secretary to confirm the change to Dr. Lees at the BCTC.

Mr. Hinsey stated that an offer was being made to fill the position of Executive Director at the BCIU and it should be formalized at the meeting next week.

Personnel –

Ms. Garman provided an update on personnel items as follows: The solicitor is reviewing an agreement for NurseElite Nursing Services to provide supplemental staffing as needed by the District. She also reported that the District applied for a Capital Blue Cross grant to assist with plans for the health fair in April 2009. Scott Matz is continuing work on the HR website which will be available in August. Crisis intervention training is scheduled for July 16 and 17 as part of the week-long professional development scheduled for administrators.

Introductions of staff members Craig Fries, Director of Buildings & Grounds; Brian Gall, Director of Technology & Curriculum Integration; and Michael Matz, Technology Services Coordinator were made.

Mr. Snyder requested a motion to approve items I. and II. on the Personnel Report.

A motion was made by Mrs. McCready and seconded by Mr. Portner to approve the following personnel items:

Appointment of Brian Gall, Director of Technology & Curriculum Integration, effective July 1, 2008, at \$81,000 per year, pending receipt of all necessary documents

Approved promotion of Michael Matz, from Apple Systems Manager at \$42,993.60 to Technology Services Coordinator at \$52,452.19, effective July 1, 2008. Position guide approved at earlier meeting.

Mr. Snyder welcomed Mr. Gall and thanked Mike for assisting the District the past few months.

YEAS: Barnett, Althouse, Fitzgerald, Hinsey, Larkin, McCready, Sakmann, Portner, and Snyder.
NAYS: None. Motion Carried.

Mr. Fitzgerald noted the agenda item approving tenure for professional staff and would like acknowledgement from administration that they are the best qualified for their positions.

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Dr. Larson explained the process that is completed by the district following PDE regulations that occurs before tenure is granted.

Curriculum –

The year-end reports on co-curriculum activities were provided as part of the Board's packet for review.

Mr. Althouse stated that he would like more information than was contained on the forms. Dr. Larson noted she will work with Dr. Speace and determine how to provide additional information. Mrs. McCready wanted to thank the individuals that act as advisors to the various clubs.

Finance –

Mrs. Mason provided an update on the final General Fund Budget.

A motion was made by Mr. Larkin and seconded by Mrs. Sakmann to approve the final General Fund Budget for 2008-09 as noted below:

The Final General Fund Budget for the following expenditures is recommended for approval:

1000 Instruction	\$14,751,685
2000 Supporting Services	9,299,679
3000 Operation of Non-Instructional Services	264,693
4000 Facilities, Acquisition & Construction	-0-
<u>5000 Financing Uses</u>	<u>4,458,961</u>
TOTAL GENERAL BUDGET EXPENSES	\$28,775,018

and that the Board re-enact the following local taxes for the 2008-2009 school year:

1. Real Estate Tax26.4125 Mills
2. Local Services Tax (to a maximum of) \$10.00
 - Wyomissing Borough \$5.00
 - West Reading Borough \$5.00
3. Earned Income Tax 1.0%
4. Business Privilege Tax (to a maximum of)1.5 Mills
5. Per Capita Tax, Act 679 \$5.00
6. Per Capita Tax, Act 511 (to a maximum of) \$10.00
 - Wyomissing Borough \$5.00
 - West Reading Borough \$5.00
7. Real Estate Transfer Tax (to a maximum of) 1.0%
 - Wyomissing Borough5%
 - West Reading Borough5%

The budget includes all staff positions and salaries, and requires a 1.2425 mill tax increase.

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YEAS: Barnett, Althouse, Fitzgerald, Hinsey, Larkin, McCready, Sakmann, Portner, and Snyder.
NAYS: None. Motion Carried.

Mrs. Mason reported that athletic supply bids were opened on June 12, 2008, and they totaled \$17,487.28, which is about \$5,000 less than last year. The item will be included for approval at the next board meeting.

Mrs. Mason noted that Dr. Moyer is working on the submission of applications for Federal programs and the information will be provided for board approval at the next meeting.

Mr. Snyder asked for a motion to approve the millage increase that is required as part of the approved budget.

Upon motion by Mr. Larkin, second by Mr. Hinsey, the 1.2425 mill tax increase (26.4125) for 2008-09 was approved.

YEAS: Barnett, Althouse, Fitzgerald, Hinsey, Larkin, McCready, Sakmann, Portner, and Snyder.
NAYS: None. Motion Carried.

Mrs. Mason reported that on April 29, a school lunch program administrative review audit was conducted by PDE and no problems were found.

Facilities – No agenda items. Mrs. McCready noted that in the absence of a Director of Building & Grounds during the past few months, the staff should be recognized for stepping up and assuming responsibilities.

Mr. Althouse noted that the renovations to the nurses' suite are underway.

School Activities & Athletics –

It was noted that the athletic school year report would be provided later in the summer.

Technology – No agenda items.

Superintendent's Office –

A motion was made by Mr. Larkin and seconded by Mrs. McCready to approve the following revised policies for a first reading:

Policy 121 – Field Trips
Policy 916 – Volunteers

Mrs. Barnett made a suggestion for a minor revision to Policy 916 to remove the word “not” on page 3, item 3, and the motion was approved.

YEAS: 9
NAYS: 0

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It was noted that Policy 006.1 was being revised and would be included for a first reading on June 23, 2008. Mr. Fitzgerald requested an explanation be provided as to why a policy is being changed.

Mr. Ashton provided a brief Diversity Committee report.

Dr. Larson noted that the receipt of a \$92,000 grant award from the US. Department of Education for Readiness and Emergency Management for Schools would be included on the June 23, 2008, agenda for board approval.

Enrollment Report – Mr. Fitzgerald asked for information on the numbers of students registered for kindergarten in the fall. Dr. Larson responded that information will be provided.

New Business – None.

Old Business – None.

Public Participation –

Mrs. Stephanie Smith, parent of a seventh grade student, stated that she e-mailed Dr. Larson on June 4 about the changes anticipated for seventh grade science and social studies classes. At the May 19 meeting the audience was told the District would be going back to the way students were grouped by achievement level, higher together and lower together. Mrs. Smith asked how many students are placed in advanced classes.

Dr. Larson responded that children are grouped who are similar academically and Mrs. Whye and Mr. Babb have reviewed the information, but she could not immediately provide the number.

Mrs. Smith asked that Dr. Larson provide the criteria for advanced versus academic placement, the number of sections, and the number of students in each section. She also requested information on students going into eighth grade, because she is not convinced that her son is being placed with students at the same academic level. She noted her concern that the District is promoting mediocrity by lumping everyone together.

Mr. Snyder indicated that Mr. Babb will contact Mrs. Smith. Mrs. Smith indicated that she would like Dr. Larson to contact her also.

Mrs. Michelle Davis noted that there is a change in how students are placed when it was said there would not be a change.

Dr. Larson stated the District will group homogenously. This has been a hard issue to communicate about and they have tried to take all the information into consideration.

Mr. Murray wanted to discuss the possible move of fourth grade to the West Reading Elementary Center. He indicated Dr. Larson wrote a letter to the Pennsylvania Department of Education on December 20, 2006, relative to teacher certification for grades 4, 5 & 6.

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Mr. Richard Geertman asked how the extra space would be used at the Hills building. Dr. Larson responded that pre-school may become mandatory and we must plan for that and have room to grow.

Mrs. Carolyn Bamberger noted teachers are having problems but are afraid to speak for fear of being fired.

Mr. Mitchell asked if exit interviews are conducted. Mr. Larkin indicated some have been done with administrators, but it is purely voluntary, and he is willing to meet if it is requested, and they could ask anyone on the board.

Upon motion by Mrs. Sakmann, seconded by Mr. Larkin, the meeting adjourned to executive session at 7:37 p.m.

Corinne D. Mason
School Board Secretary

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PERSONNEL REPORT

- I. Approve Administrator Appointment – **Brian Gall**, Director of Technology & Curriculum Integration, effective July 1, 2008, at \$81,000 per year, pending receipt of all necessary documents.

Background Information: Mr. Gall graduated from Shippensburg University with a Bachelor of Science Degree in Business Education and earned his Master's Degree in Instructional Systems from Penn State University. He has 8 years of experience teaching Business and Computer Science in PA public schools, 4 years in instructional design for private industry, and a year in network administration. He most recently was the Instructional Technologist/Designer at Franklin & Marshall College and served as Instructional Technology Specialist on the adjunct faculty of Philadelphia University.

- II. Approve Promotion – **Michael Matz**, promoted from Apple Systems Manager at \$42,993.60 to Technology Services Coordinator at \$52,452.19, effective July 1, 2008. The position guide was approved at a prior board meeting.

BOARD MOTION – June 16, 2008

Move that the Board of School Directors approve Items I & II. of the Personnel Report as noted.

- III. Approve Professional Appointments –

- a. **Valerie E. McVay**, Secondary Science Teacher at the JSHS, based on M, Step 1, \$41,650, effective August 12, 2008, pending receipt of necessary documents.

Background Information: Valerie McVay will earn her Master of Arts in Teaching from the University of Pittsburgh in August. She graduated Cum Laude with a Bachelor of Science degree in Physics from Allegheny College in May 2007. Ms. McVay completed an internship as a Physics teacher for grades 11 and 12 at North Hills School District in Pittsburgh from August 2007 to June 2008. She will replace Ms. Beadle.

- b. **Jeffrey A. Bezler**, LTS Secondary English Teacher at the JSHS, based on B, Step 1, \$38,750, effective August 12, 2008, pending receipt of necessary documents.

Background Information: Jeffrey A. Bezler earned his Bachelors Degree in English Education from Millersville University in May 2007. He was a long-term substitute at Pequea Valley School District from March – June 2008 and prior to that he was a long-term substitute at Hamburg Area School District from September 2007 until January 2008. He completed his student teaching with Cocalico School District. Mr. Bezler will be the substitute for Lindsay Rada during the 2008-09 school year.

- IV. Approve/Ratify Support Staff Resignations:

- a. **Julia DeVos**, Full-time Teacher's Instructional Aide at WREC, effective June 10, 2008.

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- b. **Karen L. Ellis**, Part-time Special Education Instructional Aide at WHEC, effective June 6, 2008.
- c. **Jennifer A. Pors**, Part-Time Special Education Instructional Aide at WHEC, effective June 10, 2008
- d. **Cheryl Robinson**, Part-time Van Driver, effective May 30, 2008.

V. Approve Support Staff Salaries for 2008-09 effective July 1, 2008.

VI. Approve Administrator Salaries for 2008-09 effective July 1, 2008.

VII. Approve Professional Employee Status -

- a. **Brianna M. Fritz**, elementary special education teacher
- b. **Jeremiah N. Kozlowski**, 3rd grade teacher
- c. **Steven M. O'Neil**, elementary physical education teacher
- d. **Kelly L. Setley**, 2nd grade teacher
- e. **Shana Bellairs**, 5th grade teacher
- f. **Keith Arnold**, 6th grade teacher

Background Information: As temporary professional employees, they have completed three years of satisfactory service to the Wyomissing Area School District and therefore are entitled to become a professional employee subject to the provision of the "Public School Code of 1949."

VIII. Approve Support Teachers for new professional staff 2008-09 with a \$500 stipend:

<u>Support Teacher</u>	<u>Inductee</u>	<u>Assignment</u>
Shirley Gashi	Robert P.Cushman	Secondary Science
David Skovera	Daniel S. Melot	Secondary Science
Chris Nugent	Valerie E. McVay	Secondary Science

IX. Approve Instructors for the 2008 Extended School Year Program (ESY):

- a. **Jody Metrick** at the professional contracted rate not to exceed 40 hours.
- b. **Karen Koppenhaver**, at the professional contracted rate not to exceed 39 hours.
- c. **Leigh Macri** at the professional contracted rate not to exceed 40 hours.

X. Approve Substitute for the 2008 Extended School Year Program (ESY) - **Judith Smith**, at the professional contracted teacher rate.

XI. Ratify Work Outside the Contract Year completed during the 2007-08 school year to date, at the professional contracted hourly rate of \$31.00. A list is included as part of the Board packet.

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- XII. Approve Support Staff Unpaid Leave Request – **Karen Sichak**, Part-time Teacher's Instructional Aide at WHEC, unpaid leave September 1-5, 2008.
- XIII. Approve Supplemental Athletic List for Fall Sports 2008-09 at the salaries indicated pending approval of the 2008-09 budget.
- XIV. Approve Supplemental Activity List for the 2008-09 school year (list to be provided to the Board) pending approval of the 2008-09 budget.
- XV. Approve Supplemental Athletic Appointment – **Kelly McClennan**, girls' varsity assistant basketball coach, 34.3 points, \$2,864, pending approval of the 2008-09 budget.
- XVI. Approve additions/deletions to substitute list:
- XVII. Approve additions to district volunteer list.