

WYOMISSING AREA SCHOOL DISTRICT 2008-3932

School Board Work Session Minutes August 18, 2008

The Wyomissing Area School District Board of School Directors' work session convened at 6:00 p.m. with President Larkin 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, Mrs. McCready, Mr. Portner, Mrs. Sakmann, and Mr. Larkin

Administrators Present: Mr. Babb, Mr. Fries, Mr. Gall, Mrs. Motze, Dr. Moyer, Mr. Roberts, Dr. Speace, Ms. Garman, Mrs. Mason, Mrs. Steele, Mrs. Whye. Dr. Zerr, 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. Larkin announced an executive session was held earlier in the evening, prior to the Board meeting to discuss personnel matters.

Mr. Larkin welcomed everyone and reported that the next meetings of the Board were scheduled for Tuesday, August 19, at 5:30 to interview candidates for the Board opening and next Monday, August 25, at 7:30 for the regular board meeting.

Public Comment on Agenda Items –

Mr. Mike Mitchell Sr. asked for information on the retainer to be approved for John M. Stott. Mr. Larkin responded that he will be assisting with contract negotiations for the professional staff and paid \$150 per hour.

Mr. Bill Murray inquired about the confidential support staff handbook and an explanation was provided by Ms. Garman, Human Resources Director, and Mr. Boland.

Mr. Mitchell wanted to know if the interviews scheduled for August 19 were open to the public and who had applied.

Mr. Larkin said they were open to the public and the candidates were Barbara Cafurello, Michelle Davis, George Smith, Michael Rogers and Bill Murray.

Resident Richard Geertman asked for further information on the job descriptions and some information was provided.

LIAISON REPORTS –

Mrs. McCready noted there were not any items on the agenda but she wanted to report that on August 12 the final inspection of the new high school nurses' suite was performed and it will be ready for the opening of school.

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She also reported that the air conditioning chiller had to be repaired with an estimated cost of \$8,400. The 20-year old water heater at the Hills building broke and the estimated repair cost will be \$10,000.

Mr. Fitzgerald noted that the Board needs to appoint two individuals to act as delegates to the October PSBA conference in Hershey.

A motion was made by Mr. Portner, seconded by Mr. Althouse, and approved unanimously to appoint Mr. Fitzgerald and Mr. Hinsey as the PSBA conference delegates in October.

Mrs. Sakmann announced that Lauri Coffey had resigned as the WAEF's Executive Director to assume a full-time position at the Lebanon VA Hospital.

Personnel –

It was noted that the Personnel Report would be modified for the Board's consideration.

Personnel Report item VIII. Approval of Department Chairs would be recommended for a separate vote. Item XXII. Recommendation to Approve Supplemental Activities Rate Changes and Addendum item XIV. Corrections to Supplemental Activities Appointments were not included for approval until further clarification could be provided to the Board.

A motion was made by Mrs. Barnett, and seconded by Mrs. Sakmann to approve the Personnel Report and Personnel Addendum items, excluding the items noted. Report and Addendum included as part of these official minutes.

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

NAYS: None. Motion Carried.

Mr. Aaron Roberts who was approved as the new WHEC principal was introduced along with his wife and daughter.

A motion was made by Mrs. Barnett and seconded by Mrs. McCready to approve the Department Chairs for the 2008-09 school year at a stipend of \$1,750 each.

YEAS: Barnett, Althouse, Fitzgerald, Hinsey, Sakmann, Portner, and Larkin.

ABSTAIN: McCready

NAYS: None. Motion Carried.

Curriculum –

Dr. Pulkowski reported on a grant award received from Highmark for \$6,736 to be used to purchase heart rate monitors.

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She also reported that new professional staff members will be introduced at the August 25 Board meeting. Presentations are also planned for that evening to learn about the accomplishments of the work teams over the summer.

Dr. Speace provided materials to the Board on current co-teaching assignments and Dr. Zerr provided information on the staff development activities planned with Dr. Villa, an expert on inclusion and differentiation.

Finance –

Mr. Fitzgerald noted the item to accept bids for a nine passenger van to transport students which was tabled but should be made a priority.

School Activities & Athletics – No agenda items.

Technology –

Mr. Gall provided a list to the Board of retired computers that have been replaced and will be donated to various non-profit agencies and preschools. An item will be added to the agenda for Board approval next week.

Superintendent's Office –

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

- Policy 619 – District Audit – Public
- Policy 701 – Facilities Planning
- Policy 702 – Gifts, Grants, Donations
- Policy 703 – Sanitary Management

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

NAYS: None. Motion Carried.

Old Business – None.

Attorney Boland noted that the District must wait 155 days from the July election before another referendum vote could be taken.

The Board received a copy of the order by Judge Scott Lash indicating the Berks County Board of Elections has reversed their position and no longer directs the Wyomissing Area School District to form a PAC.

New Business – Mr. Fitzgerald asked how many kindergarten students were registered and Mr. Roberts responded 110. A motion was made by Mrs. McCready and seconded by Mr. Hinsey to

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approve and authorize the institution of a health care co-pay for support staff in the amount of 5% of the co-premium cost for the employee's elected coverage effective January 1, 2009.

YEAS: Barnett, Althouse, Fitzgerald, Hinsey, McCreedy, Sakmann, Portner, and Larkin.

NAYS: None. Motion Carried.

Public Participation –

Mr. Murray asked if this was a change to what was presented to the support staff and indicated this seems fairer if comparing the cost to teachers and their salaries. He is aware that the support staff has been contacted about the possibility of forming a union.

Mrs. Mason indicated the District will save about \$60,000 per year.

Mr. Mitchell noted that he spoke about the athletic trainers at the last meeting but did not see anything about the situation on the agenda and wanted to know if the situation had been rectified. Mr. Larkin responded that it has been addressed.

Mrs. Tracy Jones questioned the information she had researched on the District's web site when checking her daughter's scheduling. The 7th grade courses do not have titles that indicate advanced courses. Dr. Larson explained that the students are grouped as they had been in the past, but the titles are different.

Mrs. Kristie Eaton asked how colleges will know what level of courses the students have taken. Dr. Larson responded that the most common denominator used by colleges will be the advanced placement course data. Mrs. Eaton asked how the decision will be made in 9th grade as to how to separate the students. Dr. Larson said the student's assessment scores will be used.

Mr. Peter Schiaroli asked for more information on the PSSA presentation planned for the next Board meeting. Dr. Larson noted that an explanation of AYP (adequate yearly progress) and the District's standing would be presented along with a breakdown by grade level in reading, writing and math. A recent newspaper article reported the district at 7th out of 18 county schools and there are a number of districts that did not make AYP. Mr. Schiaroli said it would be interesting to know what other District's are spending to educate each student.

Mr. Murray stated that no one ever thought the District should form a PAC except for the County Commissioners. There was zero support and earlier he asked what the Board would do to bring the community back together again. He was saddened to read the comments in the newsletter which make it clear there is a division in the community and would like to create a plan to heal the scars from the referendum.

Mrs. Kate Thornton noted that she would like an update on the Reading Recovery Program. Dr. Moyer noted we could return to the program if we chose to. Dr. Larson said that by January discussions will be held with teachers to determine if the new curriculum meets the needs and decide whether to renew in the semester. She continued that with the state mandated RTI program, there is more that can be done at the classroom level and earlier.

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Mr. Richard Geertman discussed the problems at the West Reading building and requested the Board inform the community as soon as they have an idea as to what they are going to do at West Reading and hopefully come up with a smaller plan so that the next referendum would pass.

Mr. Larkin responded that within the next 6 to 9 months more information on the process will be decided and the community and teachers will be involved.

Several residents addressed concerns that the new before and after school YMCA program would be displacing groups such as Cub Scouts and Girl Scouts that normally hold meetings after school in the Hills building. Dr. Larson said she was assured that things could be worked out to accommodate the needs of these worthwhile programs and she will look into the matter.

Technology Director, Brian Gall, agreed to check with the principals as to student needs before the retired computers are donated to the non-profit organizations.

Mrs. Stephanie Smith discussed the change in 7th grade course titles and asked if the District also plans to change the math and English titles. Dr. Larson said the students will receive the most rigorous curriculum and data will be tracked to assess the student's performance.

Upon motion by Mrs. Sakmann, seconded by Mr. Portner the meeting adjourned at 7:30 p.m.

Corinne D. Mason
School Board Secretary

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PERSONNEL REPORT

- I. Approve Administrative Appointment – **Aaron J. Roberts**, from Interim Elementary Principal at WHEC, at a salary of \$77,712, to Principal at WHEC, at a salary of \$84,000, pro-rated, effective August 19, 2008.

Background Information: Mr. Roberts holds a B.A. in History from Albright College, a Certificate in Elementary Education from Alvernia College, and a Master's degree in Educational Leadership from Wilkes University. Aaron worked as a counselor for youths and adults for six years at the Berks County Youth Center. His career in education includes five years experience teaching elementary classes in grades 1 and 5, serving as RACC Site Coordinator for the 21st Century Program, and serving as an Elementary School Instructional Supervisor for three years at the Reading School District. Since the spring of 2007, Aaron has worked as Assistant Principal at WHEC, most recently serving as Interim Principal. He is replacing Sheila Simyak.

- II. Approve Professional Resignations:

- a. **Nicole Ettaro**, Long-term Substitute Special Education Teacher at WHEC, effective August 7, 2008.

- III. Approve Support Staff Resignations

- a. **Tracy Cantafio**, Full-Time Special Education Instructional Aide at the JSHS, effective August 12, 2008.
- b. **Casey Oberdorf**, Part-time Special Education Instructional Aide at WHEC, effective August 8, 2008.
- c. **Edwin Zeltzer**, part-time Van Driver, effective August 7, 2008.
- d. **Marcy Wilkes**, Crossing Guard at WREC and part-time Cafeteria Monitor at WHEC, effective August 11, 2008.

- IV. Approve Professional Appointments:

- a. **Scott P. Angstadt**, Elementary Music Teacher, at B, Step 4, \$40,100, effective date to be determined, pending receipt of necessary documents.

Background Information: Mr. Angstadt graduated Cum Laude from West Chester University with a Bachelor in Music Performance (guitar major) and completed a Post-Baccalaureate Certification Program in 2004. He has taught in the Stroudsburg Area School District since 2005 and prior to that was a substitute teacher with the Muhlenberg School District. Scott is replacing Martha Lobaugh.

- b. **Melissa Craley**, LTS Elementary Teacher at WHEC, at B, Step 1, \$38,750, pro-rated, effective August 19, 2008 until the end of the first semester of the 2008-09 school year, pending receipt of necessary documents.

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Background Information: Ms. Craley graduated Cum Laude from Millersville University with a B.S. Ed. major Elementary Education. She completed her student teaching, working in 1st and 2nd grades, and has experience in gifted, life skills, and learning support classes. Melissa is filling in while Kendall Babiarz is on leave.

- c. **Kristy Martin**, Secondary Learning Support Teacher at the JSBS, at B, Step 2, \$39,750, effective August 19, 2008, pending receipt of necessary documents.

Background Information: Ms. Martin graduated Summa Cum Laude from Kutztown University with a B.S. Ed. dual major in Special Education and Elementary Education with a concentration in Mentally/Physically Handicapped. She completed her student teaching at the middle school level, and has one year experience working as a Learning Support Teacher at the elementary level. In addition, she served as a tutor for the America Reads program. Kristy is replacing Brianna Angove.

- d. **Eileen Slavinski**, Elementary Autistic Support Teacher at WHEC, at B, Step 2, \$39,750, effective August 19, 2008, pending receipt of necessary documents.

Background Information: Ms. Slavinski graduated Cum Laude from Kutztown University with a B.S. Ed. dual major in Special Education and Elementary Education with a concentration in Mentally/Physically Handicapped. She completed her student teaching in both elementary and middle school learning support positions, and worked at WREC as a substitute during the 2007-08 school year. Eileen is replacing Jade Sedoti.

- V. Approve CFF Technology Integration Coach position for the 2008-09 school year.

Background Information: This position is partially funded through the CFF grant received by the District. The balance of salary and benefits is funded by the vacant Instructional Technologist's position.

- VI. Approve CFF Technology Integration Coach position guide. (A copy is included as part of the Board packet.)
- VII. Approve Professional Staff Transfer – **Keith Arnold**, grade 6 Teacher at WREC, to CFF Technology Integration Coach, with no change in salary, effective the 2008-09 school year.
- VIII. Approve Department Chairs for the 2008-09 School Year at a stipend of \$1,750.00 as follows:

- a. **Matthew Babiarz**, Health & Physical Education
- b. **Crisanne Bansner**, Mathematics
- c. **James Comerford**, English
- d. **Maria Gernert**, World Language
- e. **Melissa Kreps**, Guidance
- f. **Sharon Luyben**, Music
- g. **Jennifer Mangold**, Social Studies
- h. **Curtis Minich**, Technology

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- i. **Jennifer Bowe**, Art
- j. **Andrew Hoffert**, Special Education

IX. Approve Support Teachers for the 2008-09 School Year as follows:

<u>Support Teacher</u>	<u>Inductee</u>	<u>Assignment</u>	<u>Stipend</u>
Todd Zechman (1/2)	Kristy Martin	Sec. Learning Sup. Tchr.	\$250
Andy Hoffert (1/2)	Kristy Martin	Sec. Learning Sup. Tchr.	\$250
Dawn Main	Scott Angstadt	Elementary Music Tchr.	\$500
Sue Larkin	Melissa Craley	LTS Elementary Tchr.	\$250 (<i>1st sem. only</i>)
Amy Lutz	Eileen Slavinski	Spec. Ed. Tchr. (Autistic Sup.)	\$500.00

Background Information: Ms. Lutz was appointed support teacher for Leigh Macri (Baran) at the July 28, 2008 Board meeting. Ms. Macri will not need a support teacher as she will be completing the Induction II program.

X. Approve Additional Support Staff Positions – Two Full-time Special Education Instructional Aides at WHEC, 7 hrs./day, 180 days/yr., at the approved rate range of \$10.20/hr. - \$14.28/hr., effective the 2008-09 school year.

Note: Positions are essential to meet IEP requirements.

XI. Approve Support Staff Appointments:

- a. **Gary J. Booz**, part-time Food Service Worker, 6.25 hrs./day, \$11.80/hr., effective September 2, 2008, pending receipt of necessary documents.

Note: Mr. Booz is replacing Cheryl Lotz.

- b. **Arthur Tod Rickenbrode**, part-time Van Driver, \$10.35/hr., effective August 19, 2008.

Note: Mr. Rickenbrode is replacing Edwin Zeltzer.

- c. **Rebecca Sibbett**, part-time Special Education Instructional Aide at WREC, 6.5 hrs./day, \$11.63/hr., effective August 21, 2008, pending receipt of necessary documents.

Note: Ms. Sibbett is replacing Casey Oberdorf, and this position will change location from WHEC to WREC.

XII. Approve Support Staff Change in Assignment – **Meredith Groff**, from part-time Teacher's Instructional Aide at WHEC, \$9.88/hr., 6.25 hrs./day, to full-time Teacher's Instructional Aide at WREC, \$9.88/hr., 7 hrs./day, effective August 25, 2008. (Meredith is replacing Julia DeVos.)

XIII. Approve DISC Substitute System Backup Coordinator – **Carol Matz**, for the 2008-09 school year, effective August 19, 2008, with a stipend of \$5,000, pending receipt of necessary documents.

Background Information: This is a renewal of a stipend (at the same amount) that was Board approved for the 2007-08 school year. Carol is replacing Meghan Haas.

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- XIV. Approve Change in Support Staff Position - Job Coach position, 10 month, part-time support staff position, 6.5 hrs./day, 180 days/yr., to 10 month, full-time support staff position, 7.0 hrs./day, 180 days/yr., effective the 2008-09 school year.

Background Information: This position, partially funded through Pennsylvania ACCESS, was approved by the Board as part-time on July 28, 2008. The estimated cost savings to the District will be \$10,000. Benefits for this position are funded through Transition House.

- XV. Approve Revised Job Coach position guide. (A copy is included as part of the Board packet.)

- XVI. Approve Clarifications to Confidential Support Staff Handbook as follows:

- a. Confidential support staff members may accumulate up to 30 days of earned vacation in addition to the days advanced each July 1 for the upcoming year.
- b. Confidential support staff members have the option to waive up to three (3) unused vacation days, from the prior fiscal year and be reimbursed at the per diem rate for those days as of July 1 of that year.

- XVII. Approve Amended Support Staff Salaries for the 2008-09 school year effective July 1, 2008, as follows:

- a. **Charmaine Beck**, Business Office Secretary, Transportation, from \$13.47/hr. to \$13.71/hr.
- b. **Claudia Walters**, Secretary to the Director of Buildings and Grounds and the Director of Technology, from \$15.10/hr. to \$15.37/hr.
- c. **Lauren Yelinek**, full-time Special Education Instructional Aide at WHEC, from \$10.72/hr. to \$12.12/hr.
- d. **Betty Youndt**, Secretary to the JSHS Principal, from \$20.12/hr. to \$20.38/hr.

Background Information: These adjustments are within the budgeted amount for support staff compensation.

- XVIII. Ratify Work Outside the Contracted Year 2007-08, completed by June 30, 2008, at the professional contracted rate of \$31.00/hr.

- XIX. Approve Support Staff Clerical Assistance Hours – **Pamela Kaucher**, a maximum of 10.5 hours for the week of August 18-22, 2008, at her regular hourly rate of \$10.44. (These hours are needed to assist with the opening of school preparations and Mrs. Tice's intermittent leave.)

- XX. Ratify the following list of Van Drivers for payment at their regular hourly rate for a maximum of 32.5 summer hours between June 17, 2008 and August 22, 2008 for transporting students attending the summer programs:

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- a. **Otto Esenwein**
- b. **Dominic Pezzino**
- c. **Arthur Tod Rickenbrode**
- d. **Robert Sanders**
- e. **Karl Schneiderhan**
- f. **Robert Troxel**

XXI. Ratify the following list of Van Drivers for payment at their regular hourly rate for attending the August 6, 2008, transportation in-service and for cleaning and preparing vans for the 2008-09 school year:

- a. **Otto Esenwein**, 3 hours
- b. **Dominic Pezzino**, 3 hours
- c. **Arthur Tod Rickenbrode**, 3 hours
- d. **Robert Sanders**, 3 hours
- e. **Karl Schneiderhan**, 3 hours
- f. **Robert Troxel**, 15 hours

~~XXII. Approve Supplemental Activities Rate Changes as follows:~~

- ~~a. **Kim Lally**, Sr. Class Advisor, 11 points, \$845.00, change to 11 points, \$877.00, effective the 2008-09 school year.~~
- ~~b. **Jennifer Bowe**, School Spirit Co-Coordinator, 9 points, \$725.00, change to 9 points, \$752.00, effective for the 2008-09 school year.~~

XXIII. Approve Supplemental Athletic Resignation – **Courtney Eisenhofer**, JH 2nd Assistant Girls' Volleyball Coach, effective August 8, 2008.

XXIV. Approve Supplemental Activities Appointments:

- a. **Emily Toigo**, Jr. High Drama Producer, 6 points, \$501.00, effective the 2008-09 school year, pending receipt of necessary documents.
- b. **Mary Pearsall**, Wyo Quiz Bowl Co-Advisor, 7.5 points, \$626.00, effective the 2008-09 school year.

XXV. Approve Change in Substitute Rates to meet PA state minimum wage as follows:

- a. Cafeteria Monitor from \$7.10/hr. to \$7.15/hr., effective July 1, 2008.
- b. Assistant to Copy Services Coordinator from \$7.10/hr. to \$7.15/hr., effective July 1, 2008.

XXVI. Approve additions/deletions to substitute list.

XXVII. Approve additions to district volunteer list.

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- XXVIII. Approve Professional Appointment – **Andrea Kupiszewski**, Long-term Substitute Elementary Teacher at WREC, based on B, Step 2, \$39,750, effective August 19, 2008 for the 2008-09 school year.

Background Information: Ms. Kupiszewski holds a B.S. in Elementary Education from Lock Haven University. She taught Kindergarten for one and a half years at Circle of Learning and served as a Classroom Aide at Kinder Haus Day Care. She has worked at WASD as a Math Instructional Aide since August, 2007. Andrea is replacing Keith Arnold who has been appointed Technology Integration Coach for the 2008-09 school year.

- XXIX. Approve Confidential Support Staff Position Guide – Senior Accountant. (A copy is included as part of the Board packet.)

- XXX. Change in Support Staff Position - from Staff Accountant, salary range \$31,515 - \$44,117, to Confidential Support Staff Senior Accountant, salary range \$38,766.00 - \$54,288.00, effective August 19, 2008.

- XXXI. Approve Support Staff Appointments:

- a. **Jill Kuhn**, full-time Teacher's Instructional Aide (Math) at WREC, 7 hrs./day, \$11.63/hr., effective August 25, 2008, pending receipt of necessary documents.

Note: Ms. Kuhn is replacing Andrea Kupiszewski.

- XII. Approve Confidential Support Staff Appointment - **Catherine McGowan**, Senior Accountant, at a salary of \$47,320.00, effective August 19, 2008, pending receipt of necessary documents.

Background information: Ms. McGowan graduated Magna Cum Laude from Drexel University with a B.S. in Business Administration. She is a PA Certified Public Accountant, and is a member of the American Institute of Public Accountants and the PA Institute of Certified Public Accountants. Her experience includes working in private sector accounting positions since 1993, most recently working with the Beard Miller Company as Senior Accountant. Ms. McGowan is replacing Jean Hentz.

- XIII. Approve Changes in Position Classification from Support Staff to Confidential Support Staff at no change in salaries:

- a. Technology Services Coordinator
- b. Network/Communications Specialist
- c. Apple/Web Support Specialist

- ~~XIV. Approve Corrections to Supplemental Activities Appointments:~~

- ~~a. **Corinne Fecho Yanes**, Model UN Club Co-Advisor, 12 points, \$1,002 to 19.75 points, \$1,649, effective the 2008-09 school year.~~

- ~~b. **William Dramby**, Model UN Club Co-Advisor, 11 points, \$919 to 18.25 points, \$1,524, effective the 2008-09 school year.~~

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~~Background information: The supplemental adjustments in points for the Model UN Club Advisors were Board approved on September 24, 2007.~~

- XV. Approve Addition to Substitute List for Teacher Instructional Aides – **Donna Bottiglieri**, effective August 19, 2008.