

# WYOMISSING AREA SCHOOL DISTRICT 2013-4611

## Minutes June 10, 2013

The regular meeting with committee reports of the Board of School Directors convened at 6:03 p.m. in the Community Board Room of the Jr./Sr. High School with Mrs. Butera, Board President, presiding.

### PLEDGE OF ALLEGIANCE

Following the pledge of allegiance, Mrs. Butera asked if anyone would be recording the meeting. No one indicated the intent to record.

#### Board Members Present:

Mrs. Bamberger, Mrs. Butera, Mrs. Helm, Mr. Larkin, Mrs. McAvoy, Mr. Painter, Mr. Portner and Mrs. Seltzer.

#### Board Member Absent

Mrs. Davis

#### Administrative Staff Present:

Mrs. Vicente, Mr. Stem, Ms. Stafford, Dr. Babb, Mr. Fries, Mr. Griscom, Dr. Jones, Ms. Lampe, Mrs. Smith and Mr. Stoltzfus.

#### Attendees:

David Kostival, Reading Eagle, and Shelley Filer, recording secretary. An audience sign-in sheet is included as part of these official minutes.

### MEETING ANNOUNCEMENTS

The following meeting schedules and locations were announced.

- Curriculum Committee Meeting – June 12, 2013; 2:30 p.m.
- School Board Business Meeting – June 24, 2013, 6:00 p.m.
- Technology Committee Meeting – June 26, 2013, 12:00 p.m. **(Cancelled)**
- Personnel/Policy Committee Meeting – August 6, 2013 5:00 p.m.
- Finance/Facilities Committee Meeting – August 7, 2013 - 12:00 p.m.

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

Mrs. Butera announced that an Executive Session was held before the meeting. Personnel issues were discussed and no action was taken. Another Executive Session for the discussion of personnel would follow this meeting.

### COMMITTEE REPORTS

- A. Finance – Mrs. Helm reported the committee met June 5. The focus of discussion was the budget and the tax increase necessary to balance the budget for the next school year.
- B. Facilities – Mrs. Bamberger reported the committee met June 5. The two topics of discussion included an update on the boiler room project and the pressure grouting of the stadium field. Both projects should be complete by the start of the school year.

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- C. Curriculum – Mrs. McAvoy said that the committee met May 22. Margaret Shomgard gave a presentation on the new AP Spanish test and new textbooks. Mr. Stem provided an update on the School Performance from the Pennsylvania Department of Education. The next meeting is on Wednesday.
- D. Technology – Mr. Portner said the committee met on May 22. Much of the discussion revolved around the Mimio Teach items on the agenda for approval. They also discussed the inability of classroom televisions to air programs without installing a receiving box from Comcast in each room. One option would be the use of VBrick which broadcasts the signal through a computer network.
- E. Personnel – Mrs. Seltzer reported that what was discussed at the meeting on June 4 in her absence is included on the agenda for approval.
- F. Policy – Mr. Painter reported that many of the policies listed for first reading deal with the interaction between the District and local law enforcement prompted by the changes in law in Chapter 10. Many of the other policies address discipline for special education students. Several policies also address the memorandum of understanding with law enforcement.
- G. Ad Hoc Development Advisory – No report.
- H. Berks County Intermediate Unit Board Report – Mrs. Seltzer announced there is a meeting next week.
- I. Berks Career & Technology Center Board Report – Mr. Painter reported the meeting was May 22. The CDL program looks to be on track to open in September. The common school calendar was discussed. The annual awards ceremony was well attended. The 2013-14 budget was approved.
- J. Berks EIT Report – Mr. Larkin announced he was unable to attend the last meeting due to a conflict with our meeting. No report was given.
- K. Wyomissing Area Education Foundation – Mrs. Butera reported that the “Toast” event was very successful this year raising more than \$14,500. That is an increase of \$2,500 over last year’s event.
- L. Legislative Report – No report.

### PUBLIC COMMENT

None

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**SUPERINTENDENT'S  
REPORT**

**A. CURRICULUM/  
TECHNOLOGY**

Upon a motion by Mr. Painter , second by Mrs. McAvoy, the following Curriculum/Technology item was approved:

1. Approved homebound instruction for elementary student ID#203280 for a maximum of five hours per week from May 16, 2013 to June 13, 2013.

Yeas: Bamberger, Butera, Helm, Larkin, McAvoy, Painter, Portner and Seltzer.

Absent Davis

Nays: None. Motion carried.

**B. FINANCE/  
FACILITIES**

Upon a motion by Mr. Larkin, second by Mrs. Seltzer, the following Finance/Facilities items were approved.

During discussion Mrs. Bamberger requested that the item regarding the approval of the resolution authorizing the Superintendent to electronically sign contracts with the Pennsylvania Department of Education be tabled to allow consultation with the solicitor.

Mr. Portner requested that the items concerning approval of the final budget and the tax levy resolution be voted on separately.

Mr. Larkin and Mrs. Seltzer agreed to the amended motion.

1. Approved Apple lease for 180 iPads for the 7<sup>th</sup> grade iPad Pilot Program.

*Background information: This is an addendum to the District's master lease with Apple. The term is 4 years for a total financed amount of \$91,220. The first payment will be made with budgeted funds from the current school year.*

2. Approved the purchase of Mimio Teach (interactive whiteboard), Mimio View (document camera), projectors, speakers, audio visual cabling, dry erase boards, and electrical/audio/visual installation for Wyomissing Hills Elementary Center and Wyomissing Area Junior Senior High School in the amount of \$232,000 per individual contracts as follows:
  - a. Office/PRO Technologies, Inc. for Mimio Teach, Mimio View, and dry erase boards per Costars contract #003-169 in the amount of \$117,600.
  - b. LAM Systems, Inc., for audio/visual wiring per

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Costars contract #003-004 in the amount of \$16,500.

- c. CDWG, for speakers per Costars contract #003-32 in the amount of \$25,500.
- d. Haverford Systems, for projectors and audio/visual installation per Costars contract #003-099 in the amount of \$34,900.

*Background information: The Mimio Teach is an interactive whiteboard product, which will be used to replace failing interactive whiteboards at the Wyomissing Area Junior Senior High School. This is a new technology for the Wyomissing Hills Elementary Center. The replacements and additions will impact approximately 100 classrooms. The total contract amounts listed above leave \$37,500 for an electrical contractor to do the installation to bring the total project cost up to the \$232,000. The electrical contractor is TBD. This purchase will be made from district Capital Project funds.*

### 3. Approved Homestead/Farmstead Resolution.

*Background information: PDE certified an amount of \$486,239.34 to be used for property tax reduction for 2013-14. The assessed value reduction that must appear as a homestead exclusion for each approved homestead is \$5,779. The real estate tax reduction amount applicable to each approved homestead for 2013-14 is \$167.90 which is an increase of \$2.55 from 2012-13.*

Yeas: Bamberger, Butera, Helm, Larkin, McAvoy, Painter, Portner and Seltzer.

Absent Davis

Nays: None. Motion carried.

Upon a motion by Mrs. Bamberger, second by Mrs. Seltzer, the following Finance/Facilities items were approved:

- 4. Approved Final General Fund Budget for 2013-14 requiring a 1.7% real estate and interim tax increase. The increased millage is .4856 with total millage required equal to 29.0529.

1000 Instruction.....	\$16,403,705
2000 Supporting Services.....	9,560,854
3000 Operation of Non-Instructional Services.....	830,409
4000 Facilities, Acquisition & Construction.....	0
5000 Financing Uses.....	4,000,120
TOTAL GENERAL BUDGET EXPENSES.....	\$30,795,088

5999 Budgetary Reserve.....	\$ 250,000
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5. Approved 2013 Annual Tax Levy Resolution.  
*Background information: This resolution represents a new format for enacting taxes required to fund the budget adopted in the previous motion and is recommended by both the solicitor and Interim Business Manager to provide a more concise and user friendly document for both the Board and the community it serves.*

Yeas: Bamberger, Butera, Helm, Larkin, McAvoy, Painter, and Seltzer.

Absent Davis

Nays: Portner. Motion carried.

The Finance and Facilities items were opened for discussion. Mrs. Butera thanked Mr. and Mrs. Davis for donating the piano to the District. She also thanked the Driben family, the West Reading Basketball Exchange and WAEF for their donations.

**C. PERSONNEL/  
POLICY**

Upon a motion by Mr. Larkin, second by Mr. Portner, the following Personnel/Policy items were approved:

**1. RESIGNATIONS/RETIREMENTS**

**a. Support Staff**

- 1) **Justine Coleman**, Cafeteria Site Coordinator, WREC, update effective date of retirement to June 6, 2013.
- 2) **Jennifer Dietrich**, Café/Recess Monitor, WHEC, resignation effective May 30, 2013.
- 3) **Keith Heltzinger**, Custodian, WHEC, updated effective date of retirement to June 6, 2013.

**2. LEAVE OF ABSENCE**

**a. Professional Staff**

- 1) **Kendall Babiarz**, Teacher, WHEC, end leave of absence and return to work effective August 2, 2013.
- 2) **Nancy Boyer**, Teacher, WREC, Family Medical Leave effective August 26, 2013 until a date to be determined.
- 3) **Eileen John**, Special Education Teacher, WREC, end Family Medical Leave and return to work effective August 20, 2013.
- 4) **Mariel Jordan**, Teacher, JSBS, end Leave of Absence and return to work effective August 3, 2013.
- 5) **Kelly Keim**, Teacher, WHEC, end Family

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Medical Leave effective May 9, 2013, begin Leave of Absence effective May 10, 2013 with a return to work date effective August 20, 2013.

- 6) **Robin Kline**, Teacher, WREC, Family Medical Leave, effective May 7, 2013 to May 27, 2013, return to work May 28, 2013, followed by intermittent Family Medical Leave until a date to be determined.
- 7) **Andrea Kupiszewski**, Teacher WREC, end Family Medical Leave effective June 6, 2013, return to work June 7, 2013.
- 8) **Jennifer Littlefield**, Teacher, WHEC, end leave of absence and return to work effective August 2, 2013.
- 9) **Lindsay Rada**, Teacher, JSHS, end leave of absence and return to work effective August 2, 2013.
- 10) **Sarah Rugg**, Teacher, WHEC, end Family Medical Leave and return to work effective August 20, 2013.
- 11) **Carley Schopf**, Teacher, JSHS, end Family Medical Leave effective May 20, 2013 and begin Leave of Absence May 21, 2013 with return to work effective August 20, 2013.
- 12) **Toni Wengerd**, 1<sup>st</sup> Grade Teacher, WHEC, end Family Medical Leave effective April 2, 2013, begin Leave of Absence effective April 3, 2013 until the first day of the second semester in the 2013-14 school year.

### b. Support Staff

- 1) **Justine Coleman**, Cafeteria Site Coordinator, WREC, unpaid leave of absence May 28, 29, 30, 2013, return to work May 31, 2013.
- 2) **Meredith Groff**, Instructional Aide, WREC, Family Medical Leave effective May 14, 2013 until a date to be determined.
- 3) **Barry Matz**, Custodian/Inventory Specialist, JSHS, end Family Medical Leave effective May 30, 2013, return to work May 31, 2013.

## 3. APPOINTMENTS

### a. Professional Staff

- 1) **Tammy Sarangoulis**, Teacher, ESY Program effective June 25, 2013 to July 25, 2013 at a rate of \$32/hr., not to exceed 12 hrs./wk.

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- 2) Approved the following teachers who will be working in the summer Extended School Year Program effective June 25, 2013 to July 25, 2013 at a rate of \$32/hr., not to exceed 12 hours/week:
  - a) Cassandra Carfagno
  - b) Lee Marie Gallagher
  - c) Caitlin Gibbs
  - d) Greta Jones
  - e) Christopher Miller
  - f) Christine Mohler
  - g) Colleen Sagwitz
  - h) Christopher Talley
  - i) Cynthia Watras
  - j) Nicole Wentzel
- 3) **Sallyanne McNichol**, Nurse, who will be working in the summer Extended School Year Program effective June 25, 2013 to July 25, 2013 at a rate of \$32/hr., not to exceed 12 hrs./wk.
- 4) Approved the following teachers who will be working in the Summer Safari Program effective June 24, 2013 to July 18, 2013 at a rate of \$32/hr. not to exceed 9 hrs./wk.:
  - a) Keith Arnold
  - b) Andrea Bensusan
  - c) Kelly Ferrandino
  - d) Robin Kline
  - e) Bridgette Kozuch
  - f) Jessica Lenge
  - g) Jennifer Mangold
  - h) Curtis Minich
  - i) Jodi Reardon
  - j) Jessica Walters
- 5) Approved the following teachers who will be working in the Summer Reading Academy Program effective June 24, 2013 to July 18, 2013 at a rate of \$32/hr., not to exceed 16 hrs./wk.:
  - a) Shauna Eastadt
  - b) Kami Fecho-Emerich
  - c) Meredith Emkey
  - d) Lauren Fiorentino
  - e) Bridgette Kozuch
  - f) Lucinda Schaeffer
  - g) Jessica Walters
- 6) Approved the following Teachers to work in

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the Kindergarten Jump Start Program effective July 9, 2013 to July 25, 2013 at a rate of \$32/hour, not to exceed 12 hrs./wk.

- a) Holli Noll
- b) Kristen Schaffer

- 7) Approved all actively employed certified District Teachers to act in the capacity of teacher substitutes for any of the summer programs at the rate of \$32/hr.

### b. Support Staff

- 1) **Jennifer Auman**, Secretary, JSHS, effective June 24, 2013, at an hourly rate of \$14.00/hr., full-time at 37 hours per week.

*Background information: This position is being filled due to a resignation.*

- 2) Approved the following personnel who will be working as Instructional Aides in the summer Extended School Year Program effective June 25, 2013 to July 25, 2013 not to exceed 10 ½ hrs./wk. per their regular rate of pay:

- a) Elba Beltran del Rio
- b) Shari Bonino
- c) Robin Cosbey
- d) Marie Minnich
- e) Eve Pardo
- f) Dayna Reber
- g) Lori Scargle
- h) Jeffrey Schloth
- i) Rebecca Sibbett

- 3) **Carla Becker**, approved substitute, who will be working as an Instructional Aide for the Extended School Year program effective June 25, 2013 to July 25, 2013 at a rate of \$10.92/hr. not to exceed 10 ½ hrs./wk.

- 4) **Christine Smith**, approved substitute, who will be working as an Instructional Aide for the Extended School Year program effective June 25, 2013 to July 25, 2013 at a rate of \$10.92/hr. not to exceed 10 ½ hrs./wk.

- 5) Approved the following van drivers at their Board approved regular rate of pay for a shared maximum of 416 hours to transport students for summer programs effective June 24, 2013 to August 8, 2013:

- a) Dominic Pezzino
- b) Richard Cosgrave

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- c) Otto Esenwein
- d) Arthur Rickenbrode

### c. Supplemental Staff

- 1) **Michele Hetrich**, Summer Reading Academy Coordinator, effective summer 2013, at a stipend of \$2,000.
- 2) **Keith Arnold**, Summer Safari Coordinator, at a stipend of \$3,000, effective summer 2013.  
*Background information: A portion of this stipend will be offset by the tuition for the Summer Safari Program.*

## 4. CHANGE IN HOURS

### a. Support Staff

- 1) **Hemlata Kalani**, Food Service Worker, correction to assigned daily work hours from 5 hrs./day to 6 ¼ hrs./day retroactively effective August 27, 2012.  
*Background Information: This reflects the actual hours that Ms. Kalani was scheduled to work during the 2012-13 school year.*

## 5. WORK OUTSIDE CONTRACT HOURS

### a. Professional Staff

- 1) **Bridgette Kozuch**, Teacher, homebound instruction for elementary student ID#203280 for a maximum of five hours per week from May 16, 2013 to June 13, 2013 at the WAEA wage rate for work contract outside work hours.

## 6. ADDITIONAL HOURS

### a. Work Beyond School Year

- 1) Proposed work for summer 2013 at the approved professional contract rate and support staff hourly rate. (List is included as part of the Board packet.)

## 7. DEPARTMENT CHAIRS

Request approval for the following Department Chairs for the 2013-14 school year at a stipend of \$1,750:

- 1) **Matthew Babiarz** – Health & Phys. Ed./Family & Consumer Science
- 2) **Crisanne Bansner** – Mathematics
- 3) **Jennifer Bowe** – Art
- 4) **James Comerford** – English
- 5) **Shirley Gashi** - Science

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- 6) **Maria Gernert** – World Language
- 7) **Kim Lally** - Guidance
- 8) **Jessica Lengle** – Special Education
- 9) **Sharon Luyben** – Music
- 10) **Jennifer Mangold** – Social Studies
- 11) **Curtis Minich** – Technology

## 8. APPROVAL OF THE FOLLOWING POSITION TITLE

### a. Administrative Staff

- 1) **Business Administrator**

*Background Information: This title replaces the previous title of Director of Business Affairs.*

## 9. SUBSTITUTES

### a. Professional Staff

- 1) **Kristin A. Marburger-Gaskins**, Nurse  
(Addition)

### b. Support Staff

- 1) **Justine Coleman**, Food Service Worker  
(Addition)

Yeas: Bamberger, Butera, Helm, Larkin, McAvoy, Painter, Portner and Seltzer.

Absent: Davis

Nays: None. Motion carried.

The remaining Personnel and Policy items were opened for discussion. There were no questions or comments.

## OLD BUSINESS

None.

## NEW BUSINESS

Mrs. Seltzer commented on how wonderful and moving the baccalaureate, commencement and moving-up ceremonies were.

Mrs. Butera credited Ms. Lampe with coordinating the renovations to the athletic championship signs posted throughout the District.

## UPDATES FROM ORGANIZATIONS

None.

## ADJOURNMENT

A motion was made by Mr. Portner, seconded by Mr. Larkin to adjourn at 6:33 p.m.

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Board Secretary