

WYOMISSING AREA SCHOOL DISTRICT 2013-4621

Minutes June 24, 2013

The regular meeting of the Board of School Directors convened at 6:01 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. McAvoy, Mr. Painter, Mr. Portner and Mrs. Seltzer.

Board Members Absent Mrs. Davis, Mrs. Helm and Mr. Larkin

Administrative Staff Present: Mrs. Vicente, Mr. Stem and Ms. Stafford.

Attendees: Becca Gregg, Reading Eagle, and Shelley Filer, recording secretary. Audience sign-in sheet included as part of these official minutes.

MEETING ANNOUNCEMENTS

Mrs. Butera announced that an Executive Session was held before the meeting to discuss legal and personnel items. No action was taken.

The following meeting schedules and locations were announced:

- Personnel/Policy Committee Meeting – August 6, 2013, 5:00 p.m.
- Finance/Facilities Committee Meeting – August 7, 2013, 12:00 p.m.
- School Board Business Meeting with Committee Reports – August 12, 2013, 6:00 p.m.
- Curriculum Committee Meeting – August 14, 2013, 2:30 p.m.
- School Board Business Meeting – August 26, 2013, 6:00 p.m.
- Technology Committee Meeting – August 28, 2013, 12:00 p.m.

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

PUBLIC COMMENT

None.

ROUTINE APPROVALS

MEETING MINUTES

Upon a motion by Mr. Portner, second by Mr. Painter, the Board approved the following minutes.

- May 6, 2013 Special Board Meeting
- May 13, 2013 Business Meeting with Committee Reports
- May 28, 2013 Business Meeting

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

Absent: Davis, Helm and Larkin.

Nays: None. Motion carried.

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TREASURER'S REPORT

Upon a motion by Mrs. Seltzer second by Mrs. Bamberger, the Treasurer's Report for May 2013 was accepted as presented.

Yeas: Bamberger, Butera, McAvoy, Painter, Portner and Seltzer.
Absent: Davis, Helm and Larkin.
Nays: None. Motion carried.

PAYMENT OF BILLS

Upon a motion by Mrs. Bamberger, second by Mrs. Seltzer, payment of bills for the month of May 2013 was approved.

Yeas: Bamberger, Butera, McAvoy, Painter, Portner and Seltzer.
Absent: Davis, Helm and Larkin.
Nays: None. Motion carried.

SUPERINTENDENT'S REPORT

A. CURRICULUM/ TECHNOLOGY

Upon a motion by Mrs. Seltzer, and second by Mr. Painter, the Board approved the Curriculum/Technology agenda items as follows.

1. Approved homebound instruction for elementary student ID#203617 for a maximum of five hours per week from June 20, 2013 to August 8, 2013.
Background information: Summer instruction was recommended as part of Chapter 15 Plan to make up for lost instructional time during the school year due to injury.
2. Approved Textbook Request for the 2013-14 school year.
 - a. Academic Physics
 - 1) Glencoe: Physics Principles and Problems, 2013, \$7,105.62
 - b. AP/Honors Physics
 - 1) Cutnell and Johnson: Physics 9th ed., 2012, \$10,990.67.

Yeas: Bamberger, Butera, McAvoy, Painter, Portner and Seltzer.
Absent: Davis, Helm and Larkin
Nays: None. Motion carried.

B. FINANCE/ FACILITIES

Upon a motion by Mr. Painter, and second by Mrs. Seltzer, the Board approved the Finance/Facilities agenda items as follows.

During discussion Mr. Painter asked for clarification regarding the items for contracted speech therapy services and how it relates to the upcoming personnel item appointing a speech and language pathologist. Mrs. Vicente explained that contracted services are for the extended school year services

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for special education. The appointment will be a regular staff member.

1. Approved budget transfers in the amount of \$353,385.03 as follows:

Account Code	Transfer Amount	Reason for Transfer
10-2310-210-000-00-000-000-0000	\$ (61,851.30)	Transfer due to reclass of retiree health costs to appropriate OPEB expense accounts.
10-1100-281-000-10-000-000-000-OPEB	\$ 3,925.50	
10-1100-281-000-30-000-000-000-OPEB	\$ 51,609.10	
10-2360-281-000-00-000-000-000-OPEB	\$ 5,096.70	
10-2380-281-000-00-000-000-000-OPEB	\$ 1,220.00	
10-2310-121-000-00-000-000-000-0000	\$ (13,283.00)	Transfer due to reclass of severance and related health benefits payments to appropriate accounts.
10-2310-210-000-00-000-000-000-0000	\$ (8,346.35)	
10-1100-125-000-11-021-000-000-0000	\$ 1,687.27	
10-1100-125-000-12-021-000-000-0000	\$ 297.54	
10-1100-125-000-13-021-000-000-0000	\$ 380.19	
10-1100-125-000-14-021-000-000-0000	\$ 363.66	
10-1100-125-000-18-021-000-000-0000	\$ 281.01	
10-1100-125-000-30-081-000-000-0000	\$ 5,000.00	
10-1100-125-000-30-081-050-000-0000	\$ 6,186.00	
10-1243-125-000-10-020-000-000-0000	\$ 183.67	
10-2120-125-000-30-081-000-000-0000	\$ 3,903.34	
10-2140-125-000-10-021-000-000-0000	\$ 1,171.34	
10-2140-125-000-10-022-000-000-0000	\$ 535.47	
10-2140-125-000-30-081-000-000-0000	\$ 1,639.86	
10-2310-220-000-00-000-000-000-0000	\$ (1,654.65)	Transfer due to reclass of severance FICA to appropriate accounts.
10-1100-220-000-11-021-000-000-0000	\$ 129.08	
10-1100-220-000-12-021-000-000-0000	\$ 22.76	
10-1100-220-000-13-021-000-000-0000	\$ 29.08	
10-1100-220-000-14-021-000-000-0000	\$ 27.82	
10-1100-220-000-18-021-000-000-0000	\$ 21.50	
10-1100-220-000-30-081-000-000-0000	\$ 382.50	
10-1100-220-000-30-081-050-000-0000	\$ 473.23	
10-1243-220-000-10-020-000-000-0000	\$ 14.05	
10-2120-220-000-30-081-000-000-0000	\$ 298.61	
10-2140-220-000-10-021-000-000-0000	\$ 89.61	
10-2140-220-000-10-022-000-000-0000	\$ 40.96	
10-2140-220-000-30-081-000-000-0000	\$ 125.45	
10-2310-213-000-00-000-000-000-0000	\$ (19.50)	Transfer due to reclass of severance expenses to appropriate accounts.
10-1100-213-000-30-081-000-000-0000	\$ 19.50	
10-2310-214-000-00-000-000-000-0000	\$ (28.23)	
10-1100-214-000-30-081-000-000-0000	\$ 28.23	
10-2350-330-000-00-000-000-000-0012	\$ (205,000.00)	Transfers due to reclass of

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10-2310-210-000-00-000-000-0000	\$ (35,000.00)	special education settlement costs to appropriate accounts.
10-1233-563-000-10-020-000-000-0012	\$ (28,202.00)	
10-2310-820-000-10-021-000-000-0012	\$ 33,777.00	
10-2310-820-000-10-022-000-000-0012	\$ 33,785.00	
10-2310-820-000-30-081-000-000-0012	\$ 200,640.00	

2. Approved interscholastic athletic status for Senior High Boys' and Girls' Varsity/JV Lacrosse.
3. Approved donation of a meticulously maintained Yamaha U1 upright piano in Satin Walnut finish from Scott J. and Michelle M. Davis.
4. Approved donation from Jeffrey S. and Lynn M. Driben in the amount of \$100 through the Development Office towards the purchase of stage lighting.
5. Approved donation from Borough of West Reading Basketball Exchange in the amount of \$500.
6. Approved the following donations from the Wyomissing Area Education Foundation:
 - \$648 to be used towards the purchase of the Nystrom Atlas of World History.
 - \$441.89 in EITC funds to be used towards the purchase of interactive whiteboards for the JSHS.
 - \$2,920 in EITC funds to be used towards the purchase of a 3D printer for the JSHS.
7. Approved BCIU Joint Purchasing bids for copy paper as follows:

W.B. Mason	\$ 1,809.50
Contract Paper Group	14,793.10
Total	<hr/> \$16,602.60
8. Approved Summer Tuition Contract Agreements (ESY) with Opportunities School for two elementary students, ID nos. 300332 and 300377, for the period June 24, 2013 through August 1, 2013 for a total cost of \$3,519 per student.
9. Approved Standard ESY Agreement with Pennsylvania Devereux for one elementary student, ID no. 205033, for the period July 8, 2013 through August 23, 2013 at a cost of \$425 per education day.
10. Approved Independent Contractor Agreement with Jody Maryniak, MA CCC-SLP, for speech therapy services during the 2013 ESY

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session at a rate of \$55 per hour.

11. Approved agreement with Sunbelt Staffing for speech therapy services during the 2013 ESY session at a rate of \$50 per hour.
Background information: This agreement supplements the Client Services Agreement between the Wyomissing Area School District and Sunbelt.
12. Approved Request to Establish Student Activity Fund in accordance with Policy 618 for the Mini-THON.
Background information: The purpose of the organization fundraising for the Four Diamonds Fund which fights pediatric cancer.
13. Appointed Julia R. Vicente as management representative to the Berks County School District Health Trust for a two-year term effective July 1, 2013 to June 30, 2015.
14. Approved depositories for 2013-14:

Fulton Bank
Pennsylvania School District Liquid Asset Fund
PLGIT
Wells Fargo
National Penn Bank
15. Approved submission of Consolidated Application for Title I, Title II and Title III funds.
16. Approved year-end budget transfers for 2012-13.
Background information: The audit for the 2012-13 fiscal year will take place over the summer months into the fall. Preparation for the audit will require additional budget transfers to be made. This agenda item will defer and approve the Interim Business Manager to authorize all of the necessary budget transfers required for the 2012-13 fiscal year that are needed after June 30, 2013.
17. Approved Myers & Bell Insurance Agency, Inc. as Broker of Record for the Property, Liability, Errors & Omissions and Umbrella policies for the 2013-14 year.
18. Approved The Loomis Company as Broker of Record for the Workman's Compensation policy for the 2013-14 year.
19. Awarded workman's compensation insurance contract for 2013-14 to Highmark Casualty Insurance Company in the amount of \$68,879.

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Background information: The Loomis Company currently acts as agent for our workman's compensation insurance. The renewal policy represents a \$7055 (11%) increase from 2012-13.

20. Awarded insurance contracts for 2013-14 to Ohio Casualty, Inc. for a total amount of \$83,246.

Background information: Ohio Casualty, Inc. has been selected for the District's Property, Liability, Auto, Boiler, Errors & Omissions, Umbrella, and Data Breach insurance for 2013-14.

21. Approved the purchase of two (2) 2014 Chevrolet Express-2500 passenger vans from Bob Fisher Chevrolet, Inc. at a cost of \$31,130 each under Costars contract #026-023.

Background information: These vehicles will replace vans identified as 991 and 992 in the District inventory and will be purchased from Capital Reserve funds. The breakdown of cost for each vehicle is:

MSRP	\$42,532 (includes title fees)
Trade-in	(1,000)
Co-star incentive	(7,400)
Dealer Discount	(3,002)
Net price per vehicle	\$31,130

22. Approved \$0.10 increase to student and adult lunch prices for the 2013-14 year.

23. Approved Food Service Budget for 2013-14 in the amount of \$722,175 (see attached).

24. Approved Hummer Turfgrass System, Inc. for installation of a booster pump, controller, backflow preventer and protective enclosure for the "A" Field irrigation system at a cost not to exceed \$3,945 per Costars Contract #COSTARS-029-011.

Background information: Hummer Turfgrass System, Inc. was awarded a contract for turf, lawn and irrigation system repair and restoration for the Stadium Field Subsurface Remediation Project. The addition of the booster pump and other components adds a dedicated automatic irrigation system for the practice field and provides back-up for the Stadium Field.

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

Absent: Davis, Helm and Larkin.

Nays: None. Motion carried.

C. PERSONNEL/ POLICY

Upon a motion by Mrs. McAvoy, second by Mr. Portner, the Board approved the Personnel/Policy agenda items as follows.

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During discussion Mrs. Seltzer asked who the 504 plan coordinator is as listed in Policy 103.1. Mrs. Vicente replied it is the Director of Special Education. Mrs. Seltzer also requested some capitalization corrections in Policies 113.1, 805, and 909 and a correction of a typographical error in the Student Assistance Specialist job description.

Mrs. Butera thanked Mrs. Morett and Mrs. Wagner for their years of service to the District.

1. RESIGNATIONS/RETIREMENTS

a. Administrative Staff

- 1) **Cheryl Morett**, Director of Special Education, resignation effective July 19, 2013.

b. Support Staff

- 2) **Arlene Wagner**, Special Education Instructional Aide, JSHS, retirement effective June 7, 2013.

2. REQUEST APPROVAL TO ELIMINATE THE FOLLOWING POSITIONS

a. Administrative Staff

- 1) IEP Facilitator effective June 14, 2013 due to curtailment/alteration of the Special Education Department.

b. Supplemental Staff

- 1) Back-up Aesop Coordinator due to a reorganization of internal processes.

3. FURLOUGH

a. Administrative Staff

- 1) **Erin Schwenk**, IEP Facilitator, effective June 14, 2013 due to position elimination.

4. APPOINTMENTS

a. Professional Staff

- 1) **Erin Schwenk**, Speech and Language Pathologist, District-Wide, effective August 27, 2013, at M+15/Step 4 (\$48,820) in the WAEA contract salary schedule.

Background Information: Ms. Schwenk has accepted an appointment to the position of Speech and Language Pathologist. Ms. Schwenk's previous position as IEP Facilitator has been eliminated.

- 2) **Dawn Weidner**, Reading Specialist, WHEC,

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from part-time Reading Specialist to full-time Reading Specialist, effective August 20, 2013, at her current wage per the WAEA contract salary schedule.

Background Information: A part-time Reading Specialist position, vacated due to retirement, has been combined with the current part-time Reading Specialist position to form a full-time position.

5. LEAVE OF ABSENCE

a. Professional Staff

- 1) **Melissa Devlin**, Teacher, JSHS, end Family Medical Leave effective June 10, 2013.

b. Support Staff

- 1) **Barry Matz**, Custodian/Inventory Specialist, JSHS, Family Medical Leave, effective June 13, 2013 to June 18, 2013 with a return to work of June 19, 2013.
- 2) **Elizabeth Perez-D'Amico**, Custodian, WHEC, Family Medical Leave, effective July 11, 2013 to a date to be determined.

6. WORK OUTSIDE CONTRACT HOURS

a. Professional Staff

- 1) **Michele Hetrich**, Teacher, to provide homebound instruction for student ID #203617 for a maximum of five (5) hours per week effective June 20, 2013 to August 8, 2013 at the approved WAEA approved out of contract hourly rate of \$32/hour.
- 2) **Jennifer Mangold**, Teacher, corrected dates of Summer Safari class to August 12, 2013-August 15, 2013.
- 3) **Jessica Lengle**, Teacher, to serve as Special Education Coordinator for summer 2013, not to exceed 90 hours at the approved WAEA approved out of contract hourly rate of \$32/hour.

7. APPROVAL OF THE FOLLOWING POSITIONS AND POSITION GUIDES

a. Professional Staff

- 1) Behavior Support Teacher

Background Information: This position is responsible for developing and facilitating prevention and intervention strategies within the School Wide Effective Behavior Support and

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Response to Intervention models designed to improve student behavior, reduce incidents of bullying, and promote positive school climate and culture.

2) Student Assistance Specialist

Background Information: This position is responsible for facilitating student and family access to school and community based services in order to ensure regular attendance and success in school.

b. Support Staff

1) Custodial Foreperson

Background Information: This position is responsible for providing leadership and direction to custodians to ensure that all buildings are open, properly cleaned, and ready for classes and/or various functions. This is a 2nd shift position unless required to fill in for absences in 1st shift. This position replaces one of the currently approved vacant custodian positions.

2) Two (2) Part-time (5 ½ hours/days) Instructional Aide (Floater)

Background Information: This position will be filled by part-time employees and will work between all District buildings to cover aide positions which are vacant due to employee absence.

8. Approve the Collective Bargaining Agreement between the Wyomissing Area School District and District Council 88 Local 1615 of AFSCME for the period of July 1, 2013 to June 30, 2016 and authorize the appropriate officers of the Board to execute same.

9. APPROVE ACT 93 CONTRACT PER ATTACHED.

10. APPROVE SALARY ADJUSTMENTS PER ATTACHED.

11. APPROVAL OF THE FOLLOWING WAGE INCREASES PER ATTACHED:

- a. Approval of Act 93 Wage Increases
- b. Approval of Confidential Support Staff Increases

12. APPROVE THE 2013-2014 SUBSTITUTE RATES

- a. Professional Rates (See Attached)
- b. Support Staff Rates (See Attached)

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13. SUBSTITUTES

- a. Professional Staff
 - 1) **Zachary Frantz**, Teacher (Addition)
- b. Support Staff
 - 2) **Shari Bonino**, Secretary (Addition)

14. VOLUNTEERS

15. POLICIES

Second Reading and Adoption of the following:

- 103.1 Nondiscrimination – Qualified Students with Disabilities
- 113.1 Discipline of Students with Disabilities
- 113.2 Behavior Support
- 218 Student Discipline
- 218.1 Weapons
- 218.2 Terroristic Threats
- 222 Tobacco (Students)
- 227 Controlled Substances/Paraphernalia
- 323 Tobacco (Administrative Employees)
- 351 Drug and Substance Abuse (Drug-Free Workplace Act Citation Change)
- 423 Tobacco (Professional Employees)
- 451 Drug and Substance Abuse (Drug-Free Workplace Act Citation Change)
- 523 Tobacco (Classified Employees)
- 551 Drug and Substance Abuse (Drug-Free Workplace Act Citation Change)
- 604 Budget Adoption
- 805 Emergency Preparedness
- 805.1 Relations with Law Enforcement Agencies (NEW)
- 818 Contracted Services
- 904 Public Attendance at School Events
- 909 Municipal Government Relations

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

Absent: Davis, Helm and Larkin

Nays: None. Motion carried.

OLD BUSINESS

None.

NEW BUSINESS

Mrs. Bamberger provided the Board with an update on the Development Advisory Committee's enhancement plan for the stadium field. The committee is proposing installing a gated fence around the perimeter of the field to protect the surface from unwanted foot and vehicle traffic. The

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tennis courts may be removed because they are too costly to repair and the visitors' bleachers may be replaced. Funds would be raised through community and business sponsorships of bricks and pillars.

UPDATE FROM ORGANIZATIONS

None.

ADJOURNMENT

A motion was made by Mr. Portner, seconded by Mrs. Seltzer to adjourn at 6:17 p.m.

Board Secretary