

WYOMISSING AREA SCHOOL DISTRICT

630 Evans Avenue
Wyomissing, PA 19610

Our Mission

The Wyomissing Area School District, in partnership with parents and community, is committed to:

- *educate all students to their fullest potential*
- *provide all students with the opportunity to acquire the knowledge and skills to be successful in the 21st century*
- *encourage all students to be productive, responsible citizens and lifelong learners.*

Board of School Directors

Mrs. Lesa I. Butera, President
Mrs. Angel L. Helm, Vice President
Mr. Gregory L. Portner, Treasurer
Mrs. Carolyn M. Bamberger
Mrs. Michelle M. Davis
Mr. John A. Larkin
Mrs. Karen R. McAvoy
Scott C. Painter, Esq.
Mrs. Anne P. Seltzer

Non Members

Ms. Christine L. Stafford, Assistant Board Secretary
Mr. Matthew S. Stem, Assistant Superintendent

Ex Officio Member

Mrs. Julia R. Vicente, Superintendent

SCHOOL BOARD MEETING

Monday, June 10, 2013 – 6:00 P.M.
Community Board Room

- I. **Call to Order –Mrs. Lesa I. Butera, Board President, Presiding**
 - II. **Pledge of Allegiance – Mrs. Butera**
 - III. **Announcement of Recording by the Public – Mrs. Butera**
 - IV. **Roll Call – Ms. Stafford**
 - V. **Welcome to Visitors & Announcement of Meetings – Mrs. Butera**
 - 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.
- VI. **Committee Reports**
 - A. Finance – Mrs. Helm
 - B. Facilities – Mrs. Bamberger
 - C. Curriculum – Mrs. McAvoy
 - D. Technology – Mr. Portner
 - E. Personnel – Mrs. Seltzer
 - F. Policy – Mr. Painter

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G. Ad Hoc

- Development Advisory – Mrs. Davis

H. Berks County Intermediate Unit Board Report – Mrs. Seltzer

I. Berks Career & Technology Center Board Report – Mr. Painter

J. Berks EIT Report – Mr. Larkin

K. Wyomissing Area Education Foundation – Mrs. Butera

L. Legislative Report – Mrs. McAvoy

VII. Public Comment – Mrs. Butera

Speakers are requested to identify themselves by name and address.

VIII. Superintendent's Report – Mrs. Vicente

A. Curriculum and Technology

MOTION

It is recommended that the Board of School Directors approve the following Curriculum and Technology item:

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

B. Finance and Facilities

MOTION

It is recommended that the Board of School Directors approve the following Finance and Facilities items 1-6:

1. Approve Apple lease for 180 iPads for the 7th 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. Approve 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 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

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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. Approve 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.....	<u>4,000,120</u>
TOTAL GENERAL BUDGET EXPENSES.....	\$30,795,088

5999 Budgetary Reserve..... \$ 250,000

4. Approve 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.
5. Approve 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.
6. Approve resolution authorizing Julia R. Vicente to sign electronic agreements with the Pennsylvania Department of Education.
Background information: PDE is piloting electronic signatures for LEA grant-making as part of planned upgrades to the department's e-grant system. For the 2013-14 fiscal year the department will be allowing e-signatures for Consolidated Application Agreements of the Division of Federal Programs.

The following Finance and Facilities items are for discussion:

7. Approve 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	

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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 special education settlement costs to appropriate accounts.
10-2310-210-000-00-000-000-000-0000	\$ (35,000.00)	
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	

8. Approve interscholastic athletic status for Senior High Boys' and Girls' Varsity/JV Lacrosse.
9. Approve donation of a wonderfully maintained Yamaha U1 upright piano in Satin Walnut finish from Scott J. and Michelle M. Davis.

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10. Approve donation from Jeffrey S. and Lynn M. Driben in the amount of \$100 through the Development Office towards the purchase of stage lighting.
11. Approve donation from Borough of West Reading Basketball Exchange in the amount of \$500.
12. Approve 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.
13. Approve BCIU Joint Purchasing bids for copy paper as follows:

W.B. Mason	\$ 1,809.50
<u>Contract Paper Group</u>	<u>14,793.10</u>
Total	\$16,602.60
14. Approve Summer Tuition Contract Agreements 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.
15. Approve Independent Contractor Agreement with Jody Maryniak, MA CCC-SLP, for speech therapy services during the 2013 ESY session at a rate of \$55 per hour.
16. Approve 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.
17. Appoint 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.
18. Approve depositories for 2013-14:

Fulton Bank
Pennsylvania School District Liquid Asset Fund
PLGIT
Wells Fargo
National Penn Bank
19. Approve submission of Consolidated Application for Title I, Title II and Title III funds.

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20. Approve 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.

21. Approve Myers & Bell Insurance Agency, Inc. as Broker of Record for the Property, Liability, Errors & Omissions and Umbrella policies for the 2013-14 year.

22. Approve The Loomis Company as Broker of Record for the Workman's Compensation policy for the 2013-14 year.

23. Award workman's compensation insurance contract for 2013-14 to _____ in the amount of \$_____.

Background information: The Loomis Company currently acts as agent for our workman's compensation insurance. They are in the process of soliciting proposals from various carriers for coverage in 2013-14.

24. Award 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.

25. Approve the purchase of two (2) passenger vans from _____ at a cost of \$_____ each under Costars contract #_____.

Background information: These vehicles will replace vans identified as 991 and 992 in the District inventory. The 1999 passenger vans identified are included as a trade-in for the reduced priced listed.

26. Approve increase to student lunch prices for the 2013-14 year.

Background information: The lunch prices will be finalized for the June 24, 2013 meeting.

27. Approve Food Service Budget for 2013-14.

Background information: The budget will be finalized for the June 24, 2013 meeting.

C. Personnel and Policy

MOTION

It is recommended that the Board of School Directors approve the following Personnel and Policy items 1-9:

1. RETIREMENTS/RESIGNATIONS

- a. Support Staff

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- 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, JSHS, end Leave of Absence and return to work effective August 3, 2013.
- 5) **Kelly Keim**, Teacher, WHEC, end Family 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**, 1st 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.

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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.
- 2) Approve 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) Approve 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) Approve 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) Request approval for the following Teachers to work in 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

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b) Kristen Schaffer

- 7) Request approval for 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) Approve 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) Approve 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
 - 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.

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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
- 6) **Maria Gernert** – World Language
- 7) **Kim Lally** - Guidance
- 8) **Jessica Lenge** – 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

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

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The following Personnel and Policy items are for discussion:

10. POLICIES

First reading of the following policies:

- 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

IX. Old Business – Mrs. Butera

X. New Business – Mrs. Butera

XI. Updates from Organizations

- A. WAEA
- B. AFSCME
- C. WAEF
- D. PTA

XII. Adjournment – Mrs. Butera