

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 24, 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**
 - 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.

- VI. Public Comment – Mrs. Butera**

Speakers are requested to identify themselves by name and address.

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VII. Routine Approvals – Mrs. Butera

MOTION

A. It is recommended that the Board of School Directors approve the following minutes:

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

MOTION

B. It is recommended that the Board of School Directors accept the Treasurer's Report.

MOTION

C. It is recommended that the Board of School Directors approve payment of bills for the month of May 2013, as listed in the financial packet.

- 1) General Fund Accounting Check Summary
- 2) Athletic Fund Accounting Check Summary
- 3) Food Service Accounting Check Summary
- 4) Student Activity Accounting Check Summary
- 5) Capital Project Fund Accounting Check Summary

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 items 1-2:

1. Approve 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. Approve 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.

B. Finance and Facilities

MOTION

It is recommended that the Board of School Directors approve the following Finance and Facilities items 1-24:

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1. 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	
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	

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2. Approve interscholastic athletic status for Senior High Boys' and Girls' Varsity/JV Lacrosse.
3. Approve donation of a meticulously maintained Yamaha U1 upright piano in Satin Walnut finish from Scott J. and Michelle M. Davis.
4. Approve donation from Jeffrey S. and Lynn M. Driben in the amount of \$100 through the Development Office towards the purchase of stage lighting.
5. Approve donation from Borough of West Reading Basketball Exchange in the amount of \$500.
6. 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.
7. 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

8. Approve 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. Approve 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. 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.
11. Approve 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. 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.

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13. 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.
14. Approve depositories for 2013-14:
 - Fulton Bank
 - Pennsylvania School District Liquid Asset Fund
 - PLGIT
 - Wells Fargo
 - National Penn Bank
15. Approve submission of Consolidated Application for Title I, Title II and Title III funds.
16. 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.
17. Approve Myers & Bell Insurance Agency, Inc. as Broker of Record for the Property, Liability, Errors & Omissions and Umbrella policies for the 2013-14 year.
18. Approve The Loomis Company as Broker of Record for the Workman's Compensation policy for the 2013-14 year.
19. Award workman's compensation insurance contract for 2013-14 to Highmark Casualty Insurance Company in the amount of \$68,879.

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. 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.
21. Approve 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:

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

22. Approve \$0.10 increase to student and adult lunch prices for the 2013-14 year.
23. Approve Food Service Budget for 2013-14 in the amount of \$722,175 (see attached).
24. Approve 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.

C. Personnel and Policy

MOTION

It is recommended that the Board of School Directors approve the following Personnel and Policy items 1-15:

1. RESIGNATION/RETIREMENT

a. Administrative Staff

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

b. Support Staff

- 1) **Arlene Wagner**, Special Education Instructional Aide, JSBS, 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.

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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, 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

- 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

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within the School Wide Effective Behavior Support and 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)

13. SUBSTITUTES

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

14. VOLUNTEERS

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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

IX. Old Business – Mrs. Butera

X. New Business – Mrs. Butera

XI. Right to Know Requests – Mrs. Butera

		Right-to-Know			
		Cost Analysis			
		05/01/13-05/31/13			
Date	Requested by	Description of Request	Personnel	Time	Cost
5/2/2013	S. Simone	Boiler room project documents	S. Hungerford	0.50	\$9.42
			D. Emes	0.25	\$4.39
			C. Fries	0.50	\$19.84
5/8/2013	Signature Info Solutions	(2) Tax Certifications	G. Gantert	1.00	\$14.20
5/8/2013	Signature Info Solutions	(1) Tax Certification	G. Gantert	0.50	\$7.10
5/15/2013	W. Murray	2012 Audit Report, May 2013 Parameters Resolution	S. Hungerford	0.50	\$9.42
			C. Stafford	0.25	\$16.50
5/29/2013	Signature Info. Solutions	(1) Tax Certification	G. Gantert	0.50	\$7.10

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5/29/2013	Signature Info Solutions	(2) Tax Certifications	G. Gantert	1.00	\$14.20
					\$102.17

XII. Updates from Organizations

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

XIII. Adjournment – Mrs. Butera