

# 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 21<sup>st</sup> 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, Board Secretary  
Mr. Matthew S. Stem, Assistant Superintendent

### Ex Officio Member

Mrs. Julia R. Vicente, Superintendent

## **SCHOOL BOARD MEETING**

Monday, August 26, 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 – September 3, 2013, 5:00 p.m.
  - Finance/Facilities Committee Meeting – September 4, 2013, 12:00 p.m.
  - School Board Business Meeting with Committee Reports – September 9, 2013, 6:00 p.m.
  - Curriculum Committee Meeting – September 11, 2013, 2:30 p.m.
  - School Board Business Meeting – September 23, 2013, 6:00 p.m.
  - Technology Committee Meeting – September 25, 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. Recognition – Mrs. Vicente**
  - A. New Teachers
- VII. Public Comment – Mrs. Butera**

*Speakers are requested to identify themselves by name and address.*

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**VIII. Routine Approvals – Mrs. Butera**

**MOTION**

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

- June 10, 2013 Business Meeting with Committee Reports
- June 24, 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 months of June and July 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

**IX. 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 Overnight Field Trip Request – Model UN Club, Washington, DC, February 13-14, 2014.

**B. Finance and Facilities**

**MOTION**

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

1. Approve donation from Randy and Dawn Weidner in the amount of \$200 through the Development Office towards the purchase of stage lighting.
2. Approve donation from Primera, Inc. in the amount of \$100 through the Development Office to be used for kindergarten supplies.
3. Approve the following donations from the Wyomissing Area Education Foundation:

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- \$3,233.05 to be used towards the purchase of a kiln for the JSHS art department.
  - \$2,000 to be used towards the Pennsylvania Shakespeare Festival performance and workshop to be hosted by the JSHS English department.
4. Approve Request to Close Student Activity Account for the Class of 2012.  
*Background information: Per Board policy 618, this account is being closed one year after graduation of the class. Unused funds are transferred to the Senior High Student Body.*
5. Approve the following agreements for 403(b) and 457(b) plan administration:
- Kades-Margolis Retirement Plan Consulting Services Agreement
  - TSA Consulting Group, Inc. Retirement Plan Compliance and Administration Services Agreement
  - Adoption Agreement
  - Investment Provider Service Agreement
- Background information: Kades Margolis, the District's 403(b) Plan Consultant, has changed its third party administrator for 403(b) and 457(b) plan administration from Employer Admin Services, Inc. to TSA Consulting Group. These agreements are necessary to transition the District's plan to TSA Consulting Group.*
6. Approve agreement with Sunbelt Staffing for speech therapy services during the 2013-14 school year at a rate of \$60 per hour.
7. Approve Independent Contractor Agreement with Ms. Jody Maryniak, MA CCC-SLP, for speech therapy services during the 2013-14 school year at a rate of \$55 per hour.
8. Approve Consulting Agreement with Ms. Claire Maher Choutka, M.Ed., BCBA for behavioral services during the 2013-14 school year at a rate of \$125 per hour for up to 18 hours per week.
9. Approve Healthcare Staffing Agreement with Medical Staffing Network at a rate not to exceed \$40 per hour for per diem health professionals.  
*Background information: In the event that nurses from our District substitute list are not available, qualified healthcare professionals will be provided to substitute for the District's nursing staff. Rates vary depending on professional license and type of day worked.*
10. Approve 2013-14 subscription with BCIU & SafeSchools for required staff PA Act 126 Child Abuse Training at a rate of \$4.50 per employee.  
*Background information: SafeSchools will provide a three hour training course, designed as three (3) one (1) hour sessions, in compliance with the Pennsylvania Department of Education's Act 126, Mandated Child Abuse Recognition and*

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*Reporting Training. Such training shall meet with PDE's approval in the issuance of Act 48 credit.*

11. Approve Extended School Year Services Agreement with Valley Forge Educational Services for two students, ID nos. 201327 and 204714, for the period July 1, 2013 to August 2, 2013 in the amount of \$7,215 per student.
12. Approve tuition agreements with New Story for student ID no. 203879 as follows:
  - 2013 ESY tuition agreement: \$175 per classroom day for the period June 24, 2013 to August 9, 2013.
13. Approve tuition agreement with Opportunities School for student ID no. 300377 as follows:
  - 2012-13: \$3,732 for partial-year attendance from May 1, 2013 to June 15, 2013.
14. Approve tuition agreement with Opportunities School for student ID no. 300332 as follows:
  - 2012-13: \$6,639 for partial-year attendance from April 4 to June 15, 2013.
15. Approve educational placement agreement regarding student ID no. 204277 as follows:
  - 2013-14: Not to exceed \$36,010
  - 2014-15: Not to exceed \$37,635
  - 2015-16: Not to exceed \$39,342
  - 2016-17: Not to exceed \$41,134

*Background information: This is a renewal of a previous settlement to cover tuition costs.*

16. Approve educational placement agreement regarding student ID no. 202394 as follows:
  - 2013-14: Not to exceed \$66,400
  - 2014-15: Not to exceed \$69,000
  - 2015-16: Not to exceed \$71,800
  - 2016-17: Not to exceed \$74,700

*Background information: This is a renewal of a previous settlement to cover tuition costs.*

17. Approve educational placement agreement regarding student ID no. 204714 as follows:

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- 2013-14: Not to exceed \$47,000
- 2014-15: Not to exceed \$49,000

*Background information: This is a renewal of a previous settlement to cover tuition costs.*

18. Approve educational placement agreement regarding student ID no. 201327 as follows:

- 2013-14: Not to exceed \$47,000
- 2014-15: Not to exceed \$48,880
- 2015-16: Not to exceed \$50,835
- 2016-17: Not to exceed \$52,869

*Background information: This is a renewal of a previous settlement to cover tuition costs.*

19. Approve Individual Services Contract with Lindamood-Bell Learning Centers for student ID no. 201978 for up to 240 hours of one-to-one instruction at a rate of \$98.10 per hour, not to exceed \$23,544 for the 2013-14 school year.

20. Approve driver list for 2013-14 with the provision that names may be added or deleted at the discretion of Administration.

<b>Bus #1</b>	Joseph Konnick	<b>Substitutes/Trip drivers:</b>
<b>Bus #2</b>	Richard Behney	Adam Casner
<b>Bus #3</b>	Melissa Young	Lynn Lausch
<b>Bus #4</b>	Florance Lanning	Jean Solomon
<b>Bus #5</b>	Craig Scheetz	Richard Cosgrave
<b>Bus #6</b>	Virginia Lotz	Beth Mell
<b>Bus #7</b>	William Jordan	Jn Guslay Salomon
<b>Bus #8</b>	Bradley Boltz	David Heim
<b>Bus #9</b>	Donna Aulenbach	Jeffrey Ott
<b>Bus #10</b>	Mary Jo Hafer	Michael Welsh
<b>Bus #11</b>	Tina Crupi	Maryann Henry
<b>Bus #20</b>	James Hicks	Dominic Pezzino
<b>Bus #41</b>	Sharon McNamara	Karl Koenig
<b>Van#15</b>	Narian Seepurshad	A. Tod Rickenbrode

21. Approve transportation schedules for 2013-14.

*Background information: The complete list of transportation schedules is available from the Interim Business Manager.*

22. Approve recommendation for changes to visitor registration procedures.

23. Approve Change Orders for Contract No. 1 Barrasso Excavating, Inc. for the Stadium Field Subsurface Project in the amount of \$8,188.00.

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*Background information: Additional cost incurred to relocate a water line in the path of the new sanitary sewer line (\$2200); Extend the construction entrance due to weather (\$3495); Work delay due to weather (\$0); Repair seven sinkholes discovered during installation of new sewer lines (\$4693); Eliminate removal of topsoil (-\$2200).*

24. Approve the Annual Service Agreement with the TRANE Company for service and preventative maintenance for chillers and rooftop HVAC units. The agreement is a three year agreement at a cost of \$66,251 over the three years.

*Background information: The agreement reflects all equipment at WREC which is no longer covered by the construction warrantee as well as a 4% increase for other buildings. A discount of 3% is also offered if services paid at the start of each year.*

**C. Personnel and Policy**

**MOTION**

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

1. APPROVE WAEA COLLECTIVE BARGAINING AGREEMENT MEMO OF UNDERSTANDING.

*Background information: The attached Exhibit E is Memorandum of Understanding to the WAEA collective bargaining agreement effective July 1, 2011 to June 30, 2014 which was approved at the February 25, 2013 Board meeting.*

2. RESIGNATION/RETIREMENT

a. Professional Staff

- 1) **Mary Huesken**, part-time Music Teacher, WHEC, resignation effective date to be determined.

b. Support Staff

- 1) **Lori Rohrbach**, Special Education Instructional Aide, JSHS, resignation effective last date worked June 7, 2013.
- 2) **Jennifer Wolfe**, Special Education Instructional Aide, WREC, resignation effective last date worked June 7, 2013
- 3) **Jeffrey Schloth**, Special Education Instructional Aide, JSHS, resignation effective August 29, 2013.
- 4) **Franco Ferrandino**, weight room supervisor, JSHS, furlough, effective last date worked June 6, 2013, due to the change in the Weight Room policy.
- 5) **David McDermott**, weight room supervisor, JSHS, furlough, effective last date worked June 7, 2013, due to the change in the Weight Room policy.

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3. LEAVE OF ABSENCE

a. Professional Staff

- 1) **Jodi Reardon**, Health/Phys. Ed. Teacher, JSHS, Family Medical Leave, update effective date to August 20, 2013 until a date to be determined.

4. BUILDING TRANSFERS

a. Support Staff

- 1) **Linda Wynne**, Special Education Instructional Aide, building transfer from WREC to JSHS, effective August 20, 2013.
- 2) **Robin Cosbey**, Special Education Instructional Aide, building transfer from WHEC to WREC, effective August 20, 2103.
- 3) **William Cary**, Custodian, building transfer from JSHS to WREC, effective August 20, 2013.
- 4) **William Harcar**, Custodian, building transfer from WREC to WHEC, effective August 20, 2013.
- 5) **Julie Miller**, Custodian, building transfer from JSHS to WHEC, effective August 20, 2013.
- 6) **Elizabeth Perez-D'Amico**, Custodian, building transfer from WHEC to JSHS, effective August 20, 2013.

5. APPOINTMENTS

a. Professional Staff

- 1) **Cara Frederick**, Speech and Language Pathologist, correct location to WHEC, at an annual salary of M+45/Step 9 (\$61,420) based upon the WAEA Salary Schedule, effective August 13, 2013.  
*Background: Ms. Frederick was approved at the August 12, 2013 Board Meeting. Her building location has been updated appropriately.*
- 2) **Melissa Kucharczuk**, Autistic Support Classroom Teacher, WHEC, at an annual salary of B/Step 2 (\$41,820) based upon the WAEA Salary Schedule, effective August 20, 2013.  
*Background information: Ms. Kucharczuk has PA Department of Education Teacher Certification in Elementary K-6 and Special Education N12. Her prior experience includes teaching in an Autistic Support Classroom.*
- 3) **Greta Jones**, Long Term Substitute Teacher, Special Education, JSHS, at an annual salary of B/Step 1 (\$40,270) based upon the WAEA Salary Schedule, effective August 20, 2013 until the end of the first semester of the 2013-14 school year.  
*Background information: Ms. Jones will be providing direct instruction within the Special Education program at the JSHS.*
- 4) **Andrew Childs**, Long Term Substitute Math Teacher, JSHS, at an annual pro-rated salary of B/Step 1 (\$40,720), effective August 27, 2013 for the 2013-14 school year.

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*Background information: Mr. Childs is substituting for a teacher who is on a Leave of Absence for the 2013-14 school year.*

- 5) **Nicole Munz**, Long Term Substitute Physical Education Teacher, JSJS, at an annual pro-rated salary of B/Step 1 (\$40,720), effective August 27, 2013, length of term to be determined.  
*Background information: Ms. Munoz is substituting for a teacher who is on a Family Medical Leave.*

b. Athletic Staff

- 1) **Marybeth Langdon**, Junior High Head Coach-Field Hockey, at a stipend of \$1,668, effective the beginning of the 2013-14 sports season.
- 2) **Karli Martin**, Junior High Head Coach-Soccer (Girls), at a stipend of \$1,981, effective the beginning of the 2013-14 sports season.

6. MENTOR TEACHERS

Presented for approval are the following Mentor Teachers for 2013-2014 School Year for new professional staff members:

<u>Mentor Teacher</u>	<u>Inductee</u>	<u>Assignment</u>	<u>Stipend</u>
Caitlin Gibbs	Melissa Kucharczuk	Autistic Support Teacher	\$500

7. APPROVAL OF UPDATED FALL ATHLETIC COACHES

8. SUBSTITUTES

a. Support Staff

- 1) **Carla Becker**, Aide
- 2) **Renee Canova**, Aide
- 3) **Susan Ellington**, Aide
- 4) **Zachary Frantz**, Aide
- 5) **Sandra Guinther**, Aide
- 6) **Davina Minton**, Food Service

9. VOLUNTEERS

X. **Old Business – Mrs. Butera**

XI. **New Business – Mrs. Butera**



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**XII. Right to Know Requests – Mrs. Butera**

		<b>Right-to-Know</b>			
		<b>Cost Analysis</b>			
		<b>06/01/13-07/31/13</b>			
<b>Date</b>	<b>Requested by</b>	<b>Description of Request</b>	<b>Personnel</b>	<b>Time</b>	<b>Cost</b>
6/5/2013	A. Owens	Mailing addresses for Class of 2014 and 2015 (request denied – records exempt)	S. Hungerford	0.50	\$9.42
			C. Stafford	0.50	\$33.00
			J. Litts	0.50	\$127.50
6/17/2013	Signature Info Solutions	(4) Tax Certifications	G. Gantert	1.00	\$14.20
6/18/2013	J. Loomis	12-13 Insurance policies	S. Hungerford	0.50	\$9.42
6/22/2013	B. Gregg	Termination agreement with C. Mason	S. Hungerford	0.50	\$9.42
			C. Stafford	0.50	\$33.00
			J. Vicente	0.50	\$79.99
7/1/2013	Signature Info Solutions	(2) Tax Certifications	G. Gantert	0.50	\$7.21
7/8/2013	Signature Info Solutions	(1) Tax Certification	G. Gantert	0.25	\$3.60
7/8/2013	G. Freymoyer	Termination agreement with C. Mason	S. Hungerford	0.25	\$4.76
7/10/2013	K12 Teachers' Alliance	Staff e-mail addresses	S. Hungerford	0.25	\$4.76
7/25/2013	M. DuCharme	Copies of contracts with Weatherproofing Technologies, Inc. (request denied – records do not exist)	S. Hungerford	0.50	\$9.52
7/31/2013	Signature Info Solutions	(4) Tax Certifications	G. Gantert	1.00	14.41
					\$360.21

**XIII. Updates from Organizations**

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

**XIV. Adjournment – Mrs. Butera**