

# 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, November 25, 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 – Mrs. Filer**
- V. Welcome to Visitors & Announcement of Meetings – Mrs. Butera**
  - School Board Reorganization – Tuesday, December 3, 2013, 6:00 p.m.
  - School Board Business Meeting – December 3, 2013, following reorganization.

All listed meetings are held in the Community Board Room of the Jr./Sr. High School unless otherwise noted.
- VI. Presentation – Mrs. Vicente**
  - A. 21<sup>st</sup> Century Update – Mr. Stem and Mr. Griscom
- VII. Recognition – Mrs. Butera**
- VIII. Board Update – Mrs. Butera**
- IX. Public Comment – Mrs. Butera**

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

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**X. Routine Approvals – Mrs. Butera**

**MOTION**

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

- October 15, 2013 Business Meeting with Committee Reports
- October 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 October 2013, as listed in the financial packet.

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

**XI. 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 Program of Studies 2014-15.
2. Approve Overnight Field Trip Request – Performance trip for WAHS Chorale and Drama members in New York, NY, March 14-15, 2014.

**B. Finance and Facilities**

**MOTION**

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

1. Approve 2013-14 budget transfers in the amount of \$5,700.
2. Approve donation from Patient First in the amount of \$1,023.13 to be used to reimburse the purchase of book bins and related supplies at WHEC.
3. Approve the following donations from Citizens Social Committee of Wyomissing Hills:

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- \$500 towards registration fees for the after school Science Explorers program
- \$500 towards band and orchestra rental fees, not to exceed 50% of the fee per student.

*Background information: These donations are to be used for students in need of financial assistance who wish to participate in these programs.*

4. Approve the following donations from the Wyomissing Area Education Foundation:
  - \$3,107.82 to be used to purchase ten mobile whiteboards and dry-erase supplies to create a “360° kinesthetic library lab” at the JSJS.
  - \$10,335 in EITC funds for reimbursement of interactive whiteboards purchased by the district in July 2013 for the Wyomissing Area Junior Senior High School.
  - \$520 to be used to frame artwork created during a Japan-US cultural exchange program for the permanent collection.
5. Approve the purchase of 32 walkie-talkies for Wyomissing Hills Elementary Center and West Reading Elementary Center from Radio Maintenance Inc. in the amount of \$10,042.45.

*Background information: This purchase will be made from district Capital Project funds.*
6. Approve agreement with Berks County Intermediate Unit for instructional services in accordance with the Title I Reading Program in the amount of \$7,015.68

*Background information: These services are required for District residents who attend non-public schools.*
7. Approve agreement with Berks County Intermediate Unit for emotional support services for selected students in grades 4-6 for the 2013-14 school year.

*Background information: The monthly fee for these services will be \$16,508 with an effective start date to be determined.*
8. Approve Change Order No.1 for Contract No. 2 Hayward Baker, Inc. for the Stadium Field Subsurface Project in the amount of (-)\$38,652.

*Background information: The contract with Hayward Baker, Inc. is a unit price type contract where we pay only for the total quantity of grout drilling and grout placement completed. The contract includes a not-to-exceed price based on the engineer’s estimate. This change order documents that the work is complete and under the budget estimate.*
9. Authorize administration to advertise and accept bids for the JSJS Re-turf Project.

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**C. Personnel and Policy**

**MOTION**

It is recommended that the Board of School Directors approve the following Personnel and Policy items 1-7:

**1. RESIGNATION/RETIREMENT/TERMINATION**

**a. Support Staff**

- 1) **Athena Elzer**, Part-time Library Aide, WHEC, resignation effective November 22, 2013.
- 2) **Aimee Round**, Part-time Library Aide, WHEC, resignation effective November 15, 2013.

**2. LEAVE OF ABSENCE**

**a. Professional Staff**

- 1) **Dana Quinlivan**, Guidance Counselor, Family Medical Leave on or about January 13, 2014 followed by a Leave of Absence with a return to work date to be determined.

**b. Support Staff**

- 1) **Linda Hettrick**, Custodian Foreperson, District-wide, unpaid leave of absence November 4, 2013 to November 7, 2013 with a return to work date of November 8, 2013.
- 2) **Mary Lieberman**, Special Education Instructional Aide, WREC, Family Medical Leave effective November 20, 2013 to December 6, 2013 with a return date of December 9, 2013, followed by intermittent Family Medical Leave beginning December 9, 2013 until on or about February 20, 2014.
- 3) **Linda Tucker**, Food Service Worker, JSBS, unpaid leave of absence, effective November 18, 2013 through November 22, 2013.
- 4) **Gloria Claudio**, Custodian, JSBS, intermittent Family Medical Leave beginning September 5, 2013 until a date to be determined.

**3. APPOINTMENTS**

**a. Professional Staff**

- 1) **Ginger Johnson**, Long Term Substitute Guidance Counselor, JSBS, at a wage rate based upon B/Step 1 (\$40,720) pro-rated in accordance with effective start date on or about January 13, 2014. *Background information: This position is being filled as the result of a Family Medical Leave.*

**b. Support Staff**

- 1) **Marsha DeHaven**, Food Service Worker-Floater, JSBS, part-time at 4-5 hours/day, \$9.89/hour, effective December 3, 2013 pending satisfactory completion of all employment requirements. *Background: Ms. Dehaven is filling a vacancy created as the result of a resignation during the 2012-13 school year.*
- 2) **Kelly Maillie**, Special Education Instructional Aide, WHEC, part-time 6 ½ hours/day (32.5 hours/week), at \$11.55/hour,

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effective December 3, 2013 pending satisfactory completion of all employment requirements.

*Background: This position is being filled as the result of a resignation at the end of the 2012-13 school year which in turn resulted in internal reassignments.*

c. Supplemental Staff

- 1) **Amanda Hetrick**, Head Junior Varsity Girls Basketball Coach, effective November 26, 2013 for the 2013-14 sports season pending satisfactory completion of all employment requirements.

4. WORK OUTSIDE CONTRACT HOURS

a. Professional Staff

- 1) Requesting approval for the following teachers who have agreed to be tutors for the WHEC after school tutoring program scheduled for Tuesdays, Wednesdays, and Thursdays effective on or about December 3, 2013 through the end of the 2013-14 school year at the WAEA wage rate for work outside contract hours:
  - a) Nancy Chaiko
  - b) Meredith Emkey
  - c) Stephanie Heffner
  - d) Amanda Kraft
  - e) Shauna Mehlbaum
  - f) Colleen Reinecker
  - g) Nancy Robinson
  - h) Doug Shuey
  - i) Amy Stewart-Himes
  - j) Jill Werley

*Background information: Students will be tutored in math and reading. Funds are provided through the federal Accountability Block Grant.*

5. UPDATED POSITION DESCRIPTION

- a. Request approval of the updated position description for the position of Library Aide.

*Background information: This updated position description which better reflects the current duties of the Library Aide.*

6. SUBSTITUTES

Request approval for the addition of the following substitutes contingent upon satisfactory completion of all employment requirements:

a. Professional Staff

- 1) Katelyn Bucciaglia (Teacher) – Addition
- 2) Emilee Hart (Guest Teacher) – Addition
- 3) Tina Henderson (Guest Teacher) – Addition
- 4) Dana Borzellini (Teacher) – Addition

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b. Support Staff

- 1) Tracy Vida (Aide) – Addition
- 2) Athena Elzer – (Aide) Addition
- 3) Pauline Watts – (Aide) Addition

7. VOLUNTEERS

XII. **Old Business – Mrs. Butera**

XIII. **New Business – Mrs. Butera**

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

		<b>Right-to-Know</b>			
		<b>Cost Analysis</b>			
		<b>10/01/13-10/31/13</b>			
<b>Date</b>	<b>Requested by</b>	<b>Description of Request</b>	<b>Personnel</b>	<b>Time</b>	<b>Cost</b>
10/2/13	Signature Info Solutions	(1) Tax Certification	G. Gantert	0.25	\$3.61
10/18/13	Signature Info Solutions	(2) Tax Certifications	G. Gantert	0.50	\$7.21
10/21/13	T. Frassetto	Tax Payment Records	S. Hungerford	1.00	\$19.04
					\$29.86

XV. **Updates from Organizations**

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

XVI. **Adjournment – Mrs. Butera**