

# WYOMISSING AREA SCHOOL DISTRICT 2014-4807

## Minutes August 25, 2014

The regular meeting of the Board of School Directors convened at 6:03 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. Butera, Mrs. Davis, Mr. Heinly, Mrs. McAvoy, Mr. Painter, Mr. Portner, Mrs. Reilly and Mrs. Seltzer.

Board Member Absent: Mrs. Reese

Administrative Staff Present: Mrs. Vicente, Mr. Stem, Mr. Boyer, Dr. Babb, Dr. Jones and Mr. Kuhn.

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 prior to the meeting at 5:15 p.m. to discuss personnel and legal matters. No action was taken.

Mrs. Butera mentioned that later in the meeting under New Business she would discuss the resolution passed by the Borough of West Reading regarding election of School Board members.

The following meeting schedules and locations were announced:

- Technology Committee Meeting – August 27, 2014, 12:00 p.m.
- Curriculum Committee Meeting – September 2, 2014, 12:00 p.m.
- Finance/Facilities Committee Meeting – September 3, 2014, 11:00 a.m.
- Personnel/Policy Committee Meeting – September 4, 2014, 12:00 p.m.
- School Board Business Meeting with Committee Reports – September 8, 2014, 6:00 p.m.

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

### RECOGNITION

The principals introduced the new professional staff in their respective buildings as follows: Catherine DeSantis, Greta Jones, Allison Lowry, Jennifer Ninetto, Meghan Tierney, and Jennifer Yetter at the JSHS; Amy Latourelle at WREC; and Thomas McGee at WHEC.

### PRESENTATION

Mrs. Vicente commented on the smooth opening to the school year. She gave a summary of the opening day in-service and the theme for the year, “Committed to Excellence.” The theme was symbolized in a lapel pin that

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each staff member received. She presented each Board member with one also. Staff also received T-shirts with the District logo and "Excellence" printed on them. Throughout the year, certain days will be designated that staff will be encouraged to wear the shirts in support of the theme. She highlighted the successes from last year and explained the focus of the coming year.

### PUBLIC COMMENT

None.

### **ROUTINE APPROVALS**

### MEETING MINUTES

Upon a motion by Mrs. Seltzer, second by Mr. Painter, the Board approved the following minutes:

- July 23, 2014 Special Meeting

Yeas: Butera, Davis, Heinly, McAvoy, Painter, Portner, Reilly and Seltzer.

Absent: Reese

Nays: None. Motion carried.

### TREASURER'S REPORT

Upon a motion by Mr. Painter, second by Mr. Portner, the Treasurer's Report for June and July 2014 were accepted as presented.

Yeas: Butera, Davis, Heinly, McAvoy, Painter, Portner, Reilly and Seltzer.

Absent: Reese

Nays: None. Motion carried.

### PAYMENT OF BILLS

Upon a motion by Mr. Painter, second by Mrs. Seltzer, payment of bills for the months of June and July 2014 was approved.

Yeas: Butera, Davis, Heinly, McAvoy, Painter, Portner, Reilly and Seltzer.

Absent: Reese

Nays: None. Motion carried.

### **SUPERINTENDENT'S REPORT**

#### **A. CURRICULUM/ TECHNOLOGY**

Upon a motion by Mrs. Davis, second by Mrs. Reilly, the Board approved the Finance/Facilities agenda items as follows.

1. Approved Overnight Field Trip Request – Model UN Club, Washington, DC, February 12-15, 2015.

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Yeas: Butera, Davis, Heinly, McAvoy, Painter, Portner, Reilly and Seltzer.

Absent: Reese

Nays: None. Motion carried.

**B. FINANCE/  
FACILITIES**

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

1. Approved donation from Mr. Daniel P. Batty of UFinancial in the amount of \$600.
2. Approved donation from Wyomissing Area Education Foundation in the amount of \$350 in McCullough funds for supplies for a secondary student.
3. Approved 2013-14 ESY agreement with Valley Forge Educational services for student ID no. 203109 in the amount of \$7,360.  
*Background information: This agreement is based on an existing educational placement agreement. The cost to the District for 2013-14 ESY is \$7,360.*
4. Approved 2014-15 tuition agreement with Hogan Learning Academy for student ID 203573 at a rate of \$365 per day.
5. Approved 2014-15 tuition agreement with Hill Top Preparatory School for student ID 301978 in the amount of \$40,800.
6. Approved 2014-15 service agreement with Educational Based Services ("EBS") for speech and language pathology services at a rate of \$63 per hour for a minimum of 7 hours per week and not to exceed 35 hours per week.
7. Approved 2014-15 software support contract with FileWave (USA) Inc. in the amount of \$8,844.  
*Background information: This contract includes the cost of licenses and support for management of software installation on teacher and student devices.*
8. Approved two-year agreement with BCIU for BrightBytes Clarity for Schools, at a cost of \$0.95/student/per year based on K-12 student enrollment as of September 1, 2014 (year one) and K-12 student enrollment as of September 1, 2015 (year two).  
*Background information: This survey tool gathers student and teacher data regarding technology use that will ensure effective implementation of the 1:1 initiative at the JSJS.*

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9. Approved the following change orders for the Interior Finishes Refurbishment, Fire Alarm System Replacement & Emergency Lighting Upgrades at WHEC:

- Balton Contruction – CO No. GC-1 (\$1,108.06) (deduction)
- Hirneisen Electric – CO No. EC-1 \$2,525.00 (add)

Yeas: Butera, Davis, Heinly, McAvoy, Painter, Portner, Reilly and Seltzer.

Absent: Reese

Nays: None. Motion carried.

### C. PERSONNEL/ POLICY

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

Mrs. Butera thanked the staff members who resigned for their years of service to the District. She also congratulated those who were receiving tenure.

#### 1. RESIGNATIONS

##### a. Professional Staff

- 1) **Lucinda Schaeffer**, Teacher, WHEC, resignation, effective August 21, 2014.

##### b. Support Staff

- 1) **Kim Latino**, Special Education Instructional Aide, JSHS, resignation effective last day worked June 12, 2014.
- 2) **Diana Swavely**, Special Education Instructional Aide, JSHS, resignation effective last day worked June 13, 2014.
- 3) **Amelia Essig**, Classroom Instructional Aide, WHEC, resignation effective last day worked June 13, 2014.

##### c. Athletics

- 1) **Kristin Hawley**, Coach-Girls Basketball, resignation, effective February 4, 2014.

#### 2. LEAVE OF ABSENCE

##### a. Professional Staff

- 1) **Carley Schopf**, Math Teacher, JSHS, Family Medical Leave followed by Leave of Absence, effective on or about December 17, 2014 with an anticipated return to work at the beginning of the 2016-17 school year.
- 2) **Karen Houck**, Teacher, WHEC, intermittent Family Medical Leave, effective August 19, 2014

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to October 16, 2014.

- 3) **Amy Latourelle**, School Nurse, WREC, unpaid leave of absence effective September 16, 17, 18, 19, 2014

### b. Support Staff

- 1) **John Kasopsky**, Maintenance/Carpenter, JSHS, Family Medical Leave, effective September 2, 2014 until a date to be determined.

## 3. POSITION CHANGES/TRANSFERS/CHANGE OF HOURS

### a. Professional Staff

- 1) **Kristin McLaughlin**, Special Education Teacher, JSHS, from Special Education Teacher (JSHS) to K-12 Itinerant Learning Support Teacher, District Wide, effective August 19, 2014, no change in wage.
- 2) **Shauna Eastadt**, Part-time RTII Teacher, WREC, to Full-time RTII Teacher, WREC/WREC, at an annual salary based upon B/Step 2 (\$41,820) according to the WAEA salary matrix for the 2013-14 school year, effective August 19, 2014. Subsequent wage changes will be in accordance with the WAEA collective bargaining agreement.

*Background Information: Ms. Eastadt will be providing RTII at both the Wyomissing Hills and West Reading Elementary Centers. Her position has become full-time as the result of a resignation.*

### b. Support Staff

- 1) **Cheryl Maus**, Food Service Worker, JSHS, change in hours from 5 hours/day to 5 ½ hours/day, no change in hourly rate.  
*Background information: Ms. Maus is acquiring these hours due to a resignation.*

## 4. APPOINTMENTS

### a. Professional Staff

- 1) **Thomas McGee**, Long Term Substitute Teacher, WREC, effective August 13, 2014, for the first semester of the 2014-15 school year, at an annual salary to be determined by the new WAEA contract, but based upon B/Step 1 (\$40,720) according to the WAEA salary matrix for the 2013-14 school year.  
*Background information: Mr. McGee has his Instructional Level II teaching certification*

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*through the Pennsylvania Department of Education in the areas of Elementary K-6 and Educational Specialist Instructional Technology. His previous experience includes 7 years' experience teaching 4<sup>th</sup> Grade.*

- 2) **Meghan Tierney**, Math Teacher, JSHS, request ratification effective August 19, 2014, at an annual salary to be determined by the new WAEA contract, but based upon B/Step 1 (\$40,720) according to the WAEA salary matrix for the 2013-14 school year. Subsequent wage changes will be in accordance with the WAEA collective bargaining agreement.

*Background information: Ms. Tierney holds a Bachelor of Science Degree from Albright College and has acquired her Secondary Mathematics (Grade 7-12) through the Pennsylvania Department of Education.*

b. Support Staff

- 1) **Cynthia Behr**, Special Education Instructional Aide, WHEC, full-time at 7 hours/day (35 hours/week), at a wage rate of \$11.55/hour, effective August 26, 2014.

*Background information: This position is being filled as the result of a resignation.*

- 2) **Amy Cruley**, Part-time Food Service Worker, JSHS, 5 hours/day, at a wage rate of \$9.89, effective date pending receipt of all employment requirements.

*Background information: This position is being filled as the result of a resignation.*

- 3) **Barbara Cuttler**, Special Education Instructional Aide, WREC, full-time at 7 hours/day (35 hours/week) at a wage rate of \$11.55/hour, effective August 26, 2014.

*Background information: This position is necessitated due to student need and the absorption of a classroom that was previously contracted through BCIU.*

- 4) **Lauren Fiorentino**, Part-Time Classroom Instructional Aide (Kindergarten), WREC, 5 ½ hours/day (27 ½ hours/week) at wage rate of \$10.75/hour, effective August 19, 2014.

*Background information: This is one of the three additional Kindergarten Aide positions which was previously approved by the Board.*

- 5) **Kathleen Hipszer**, Special Education

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Instructional Aide, JSHS, full-time at 7 hours/day (35 hours/week) at a wage rate of \$11.55 hour, effective August 26, 2014.

*Background information: This position is being filled as the result of a resignation.*

- 6) **Jessica Landis**, Part-time Food Service Worker, WREC, 3 hours/day, at a wage rate of \$9.89/hour, effective date pending receipt of all employment requirements.

*Background information: This position is being filled as the result of a resignation.*

- 7) **Lydia Snow**, Special Education Instructional Aide, JSHS, full-time at 7 hours/day (35 hours/week) at a wage rate of \$10.92/hour, effective date pending receipt of employment requirements.

*Background information: This position is being filled as the result of a resignation.*

- 8) **Julie Keller**, Classroom Instructional Aide (Kindergarten), WHEC, part-time at 5 ½ hours/day, at an hourly wage rate of \$10.25/hour, effective date pending receipt of employment requirements.

*Background information: This position is being filled as the result of a resignation.*

- 9) **Tara Reilly**, Instructional Aide, WHEC, part-time at 4 ½ hours/day, at an hourly wage rate of \$10.25/hour, effective date pending receipt of employment requirements.

*Background information: This position is being filled as the result of an internal transfer to one of the newly approved Kindergarten Aide positions.*

### c. Athletic Staff

- 1) **Amanda Bezner**, Girls' Soccer Assistant Coach, at a stipend of \$2,043, for the 2014 Fall Sports Season.
- 2) **Terri Stallone**, Girls' Volleyball Assistant Coach, at a stipend of \$1,522, for the 2014 Fall Sports Season.

## 5. REQUEST APPROVAL FOR TRAINING HOURS

- a. Request ratification of training time for the following special education instructional aides for a required training at their regularly hourly rate of pay. Attendees, dates, and hours worked are listed below:

**August 18, 2014 – 5 ½ hours**

Karen Conklin

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Steven Holst  
Jennifer Kohler  
Bernadette Lis  
Marie Minnich

### August 21, 2014 – 5 ½ hours

Christine Jaskolka  
Eve Pardo  
Corrine Suloff

- b. Request ratification of work time for **Pamela Gartner**, Library Aide, for time worked from August 15, 2014 to August 20, 2014, total 6 ¾ hours, at her regular hourly rate of pay.

*Background information: This time was spent assisting the Librarian to re-organize the Library after the renovation in preparation for the students' return to school.*

## 6. MENTOR TEACHERS

Presented for approval are the following Mentor Teachers for the 2014-2015 School Year for newly hired professional staff members:

<u>Mentor Teacher</u>	<u>Inductee</u>	<u>Assignment</u>	<u>Stipend</u>
Jeannie Reid	Greta Jones	Spec Ed Teacher	\$500
Mary Reinert	Jennifer Ninetto	Spec Ed Teacher	\$500
Lindsay Rada	Jennifer Yetter	English Teacher	\$500
Crisanne Bansner	Meghan Tierney	Math Teacher	\$500
Kim Lally	Allison Lowry	LTS Guidance	\$250
Jennifer Littlefield	Thomas McGee	LTS 4 <sup>th</sup> Grade	\$250
Sally McNichol	Amy Latourelle	Nurse	\$500

## 7. APPROVE THE FOLLOWING TEACHERS FROM TEMPORARY PROFESSIONAL EMPLOYEE STATUS TO PROFESSIONAL EMPLOYEE STATUS (TENURE)

- Shauna Eastadt**
- Lee Marie Gallagher**
- Ryan McBrearty**
- Christine Beidler**
- Carley Schopf**
- Cynthia Watras**
- Nicole Wentzel**

## 8. SUBSTITUTES

- Professional Staff (Additions)
  - Alexandra Thomas**, Teacher

## 9. VOLUNTEERS

## 10. POLICIES

Second Reading and Adoption of the following policies:



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105	Curriculum Development
106	Guides for Planned Instruction
107	Adoption of Planned Instruction
114	Gifted Education
217	Graduation
235.1	Surveys

Yeas: Butera, Davis, Heinly, McAvoy, Painter, Portner, Reilly and Seltzer.

Absent: Reese

Nays: None. Motion carried.

### OLD BUSINESS

Mrs. Seltzer complimented Mrs. Vicente and Mr. Stem for their efforts in preparing for opening day.

Mrs. Butera mentioned the August 15, 2014 article in the Reading Eagle entitled "Reservations Made for Wyomissing's Hotel Tax Proceeds." She clarified that the \$480,000 donation made in 2007 was set aside for capital improvement, but it has never been discussed that a portion of it would fund the fence as was stated in the article. She thanked Becca Gregg for printing a clarification following the original article.

### NEW BUSINESS

Mrs. Butera opened the floor for discussion regarding the letter and resolution she distributed from the Borough of West Reading requesting the Board to revise the method of electing members from the current at-large system. She said the organization and structure of the Board was established many years ago, long before she was elected; however, as a volunteer, her focus since being elected has been to provide the best educational experience for all Wyomissing Area students regardless where they reside. There were no other comments or discussion. Mrs. Butera said she would respond to the letter.

### UPDATE FROM ORGANIZATIONS

None.

### ADJOURNMENT

A motion was made by Mrs. McAvoy, seconded by Mr. Portner to adjourn at 6:35 p.m.

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Board Secretary