

## 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. Michelle M. Davis, Vice President  
Mr. Gregory L. Portner, Treasurer  
Mr. Christopher W. Heinly  
Mrs. Karen R. McAvoy, Asst. Board Secretary  
Scott C. Painter, Esq.  
Mrs. Jennafer K. Reilly  
Mrs. Sandra A. Reese  
Mrs. Anne P. Seltzer

#### Non Members

Mr. Mark Boyer, Board Secretary  
Mr. Matthew S. Stem, Assistant Superintendent

#### Ex Officio Member

Mrs. Julia R. Vicente, Superintendent

### **SCHOOL BOARD MEETING**

Monday, June 23, 2014 – 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**
    - Technology Committee Meeting – June 25, 2014, 12:00 p.m.
    - Curriculum Committee Meeting – August 4, 2014, 12:00 p.m.
    - Finance/Facilities Committee Meeting – August 6, 2014, 11:00 a.m.
    - Personnel/Policy Committee Meeting – August 7, 2014, 12:00 p.m.
    - School Board Business Meeting with Committee Reports – August 11, 2014, 6:00 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. Spring Athletes – Mr. Ferrandino
  - 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:

- May 12, 2014 Business Meeting with Committee Reports
- May 19, 2014 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 2014, 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

**IX. Superintendent's Report – Mrs. Vicente**

A. **Curriculum and Technology – no items**

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 donations from the Wyomissing Area Education Foundations as follows:
  - \$88.16 in EITC funds towards the JSHS Robotics Program.
  - \$25 in additional funds for art display panels at the JSHS.
  - \$600 towards books and supplies for the 9<sup>th</sup> grade English classroom library.
  - \$609.51 for AP Test fees for students with financial hardship.
2. Approve donation in the amount of \$500 from the Borough of West Reading Basketball Exchange.
3. Approve educational placement agreement regarding student ID 201978 in an amount not to exceed \$20,797.10 for 2013-14.

*Background information: This agreement extends an existing agreement to the end of 2013-14.*

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4. Approve educational placement agreement regarding student ID no. 203371 for 2013-14 ESY services at the Hill Top Summer Camp in an amount not to exceed \$4,100.
5. Approve 2013-14 ESY tuition agreement with Hogan Learning Academy for student ID 203573 at a rate of \$350 per day for the period June 23, 2014 to August 8, 2014.
6. Approve 2014-15 tuition agreement with Valley Forge Educational services for student ID no. 204714.  
*Background information: This tuition agreement is based on an existing educational placement agreement. The cost to the District for 2014-15 is \$49,000.*
7. Approve 2014-15 tuition agreement with Valley Forge Educational services for student ID no. 203109.  
*Background information: This tuition agreement is based on an existing educational placement agreement. The cost to the District for 2014-15 is \$49,115.*
8. Approve service agreement with Keppley Behavioral Consulting for 2013-14 ESY services at a rate of \$85 per hour for up to 30 hours.  
*Background information: Ms. Keppley's hourly rate is unchanged from 2013-14.*
9. Approve service agreement with Keppley Behavioral Consulting for services during 2014-15 at a rate of \$85 per hour for up to 60 hours per month for 10 months.
10. Approve Independent Contractor Agreement with Ms. Jody Maryniak, MA, CCC-SLP for speech therapy services during the 2014-15 school year at a rate of \$55 per hour.  
*Background information: Ms. Maryniak's hourly rate is unchanged from 2013-14.*
11. Approve Legal Services Consultation Agreement with Sweet, Stevens, Katz & Williams LLP for legal services during the period August 1, 2014 through July 31, 2015 in the amount of \$7,875.
12. Approve BCIU Joint Purchasing bids as follows:

Copy Paper:

Lindenmeyr Munroe	\$ 3,856.24
<u>Contract Paper Group</u>	<u>11,900.00</u>
Total	\$15,756.24

Medical & Nursing Supplies:

C&S Medical	\$ 1,354.65
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Henry Schein, Inc.	29.41
Medco	46.67
Moore Medical, LLC	777.04
School Health Corp.	72.42
William V. MacGill & Co	361.20
Total	\$ 1,354.65

13. Approve depositories for 2014-15:

Fulton Bank  
Pennsylvania School District Liquid Asset Fund  
PLGIT  
Wells Fargo  
National Penn Bank

14. Approve submission of Consolidated Application for Title I, Title II and Title III funds.

15. Authorize year-end budget transfers for 2013-14

*Background information: The audit for the 2013-14 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 Business Administrator to authorize all of the necessary budget transfers required for the 2013-14 fiscal year that are needed after June 30, 2014.*

16. Approve Myers & Bell Insurance Agency, Inc. as Broker of Record for the Property, Liability, Errors & Omissions and Umbrella policies for the 2014-15 year.

17. Approve The Loomis Company as Broker of Record for the Workman's Compensation policy for the 2014-15 year.

18. Award insurance contracts for 2014-15 to Ohio Casualty, Inc. for a total amount of \$81,447.

*Background information: Ohio Casualty, Inc. has been selected for the District's Property, Liability, Auto, Boiler, Errors & Omissions, Umbrella, and Data Breach insurance for 2014-15.*

19. Approve student lunch prices for the 2014-15 year as follows:

<b>Elementary</b>	<b><u>Breakfast</u></b>		<b><u>Lunch</u></b>	
	Reduced	\$0.30	Reduced	\$0.40
	Paid	\$1.55	Paid	\$2.25
	Adult	\$2.00	Adult	\$3.55
<b>Secondary</b>	<b><u>Breakfast</u></b>		<b><u>Lunch</u></b>	
	Reduced	\$0.30	Reduced	\$0.40
	Paid	\$1.65	Paid	\$2.95
	Adult	\$2.00	Adult	\$3.55

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*Background information: The above prices represent a consolidated high school lunch price of \$2.95 from two separate lunch prices of \$2.45 and \$2.95. Additionally, a la carte prices are to be increased by \$.05, excluding milk.*

20. Approve Food Service Budget for 2014-15

*Background information: The budget will be finalized for the June 23, 2014 meeting.*

21. Approve tuition rates for 2013-14 as follows:

- \$9,651.53 elementary
- \$10,914.60 secondary

*Background information: The tuition charge(s) for the fiscal year ending June 30, 2014 are based on the school's annual financial report and child accounting attendance reports submitted by the chief school administrator of the school district for the preceding school year which ended June 30, 2013. These charges have been calculated in accordance with the provisions of Section 2561 of the PA Public School Code of 1949, as amended.*

22. Approve increase to tax certification fee from \$20 to \$25 beginning July 1, 2014.

23. Approve the purchase of projectors, electrical/audio/visual installation, and audio/visual equipment for three classrooms and the cafeteria at Wyomissing Hills Elementary Center and the Wyomissing Area Junior Senior High School in the amount of \$19,000 with Haverford Systems, per COSTARS Contract #003-099.

*Background information: The original project scope did not include the additional classrooms or cafeteria, which were identified after the project had been completed. Two rooms at the high school will be equipped with new projectors and Mimio interactive whiteboards. One room at Wyomissing Hills will be equipped with a new projector and Mimio interactive whiteboard. The high school cafeteria will be equipped with a projector and a new amplifier system to accommodate additional microphones. The original project approved on June 10, 2013 was completed and was under budget by approximately \$35,000. This motion is to approve spending part of the balance to complete the four additional rooms. This purchase will be made from district Capital Project funds.*

24. Approve Lease Schedule #013 with Apple Financial Services/GE Capital for Master Purchase Agreement #6893567.

*Background information: This is a continuation of a program that began in 2000. This schedule is for a 4-year term and includes equipment costs for student tablets, multifunction printers, wireless projection devices, and wireless access points for the 2014-15 1:1 initiative for grades 7-12.*

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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 1-13:

**1. RESIGNATIONS**

**a. Professional Staff**

- 1) **Tony Alvarez**, Special Education Teacher, JSHS, resignation, effective June 16, 2014.
- 2) **Laura Schaeffer**, School Nurse, WREC, resignation, effective June 16, 2014

**2. LEAVE OF ABSENCE**

**a. Support Staff**

- 1) **Madeline Humes**, Secretary, Special Education Department, return to work from Family Medical Leave effective June 23, 2014.

**3. POSITION CHANGE**

**a. Supplemental Staff**

- 1) **Rachel Hoffman**, from Girls' Soccer Varsity Assistant coach to Varsity Head Coach, for the 2014-15 Fall sports season at a stipend of \$3,788.

**4. APPOINTMENTS**

**a. Administrative Staff**

- 1) **Michael Cafoncelli**, Director of Buildings and Grounds, at an annual salary of \$70,000, effective date to be determined.  
*Background information: Mr. Cafoncelli will attain his BS in Business Administration from Albright College in June 2014 where he is also the Operations Manager. His background experience includes, but is not limited to, facilities and project management, supervision and oversight of grounds, custodial services, maintenance, operations, and budget management.*
- 2) **Ginger Johnson**, Dean of Students, JSHS, at an annual salary of \$65,000, effective July 1, 2014.  
*Background information: Ms. Johnson received her M.Ed. and Principal certification from Cabrini College. Additionally, she holds a Master of Arts degree in Counseling Services, School Counseling from Rider University. She brings with her experience as a School Guidance Counselor, inclusive of a long term substitute Guidance Counselor in the Wyomissing Area School District Jr./Sr. High School during the 2013-14 school year.*

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#### b. Professional Staff

- 1) **Brittany Siggins**, Elementary Teacher, WHEC, B/Step 1 (\$40,720/annually) in the WAEA Salary Schedule pro-rated effective the second semester of the 2014-15 school year on or about January 21, 2015. Subsequent wage changes will be in accordance with the WAEA collective bargaining agreement.
- 2) Approve the following teacher to work in the Kindergarten Jump Start Program effective July 8, 2014 to July 24, 2014 a rate of \$32/hr, not to exceed 12 hrs./wk.:

- a) **Amy Miller-Cush**

- 3) **Sarah Dascanio**, Teacher, Kindergarten Jump Start Program, WHEC, effective July 8, 2014 to July 24, 2014, at a rate of \$32/hour not to exceed 12 hours/week, pending successful completion of all employment requirements.

*Background information: Ms. Dascanio received her degree in Early Grades Preparation PK-4 with a Minor in Reading through West Chester University and is certified by the Pennsylvania Department of Education in Grades PK-4. Her previous experience includes teaching in a Title I Kindergarten classroom.*

#### c. Support Staff

- 1) **Dharmendra Patel**, IT Intern, District-wide, \$10.50/hour, effective June 17, 2014 to June 30, 2015, not to exceed a total of a total of 1,200 hours.

*Background Information: This updated information includes the total maximum hours for this internship. Funds for this position are included in the Technology Department budget.*

#### 5. DEPARTMENT CHAIRS

Request approval for the following Department Chairs for the 2014-15 school year at a stipend of \$1,750:

Art Department	Jennifer Bowe
English Department	James Comerford
Guidance Department	Kim Lally
Health/Phys. Ed./FCS Department	Matthew Babiarz
Mathematics Department	Crisanne Bansner
Music Department	Sharon Luyben
Science Department	Shirley Gashi
Special Education Department	To Be Determined
Social Studies Department	Jennifer Mangold
Technology Department	Curtis Minich
World Language Department	Maria Gernert

#### 6. REQUEST APPROVAL FOR TRAINING HOURS

Request ratification of training time for the following Special Education Instructional Aides for a required Safety Care Training they attended after the

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close of the 2013-14 School Year on June 17, 2014 (4.75 hours) and June 18, 2014 (5.5 hours) at their regular hourly rate of pay:

- a. **Jessica Bailey**
- b. **Robin Cosbey**
- c. **Zachary Frantz**
- d. **Sarah Nickey**
- e. **Jennifer Ninetto**
- f. **Geoffrey Osman**
- g. **Cheryl Santoro**
- h. **Lauren Yelinek**

*Background information: This training is a required training for the Special Education Instructional Aides. The training could not be conducted for these individuals during the school year due to the necessity for them to be present in the classroom to provide support to their assigned students.*

**7. SUMMER WORK HOURS**

Request approval of 2014 summer work outside contract hours per attachment.

**8. 2013-14 SCHOOL YEAR COACH STIPEND ADJUSTMENT**

Request approval of coach stipend adjustments in the 2013-14 school year that reflect an increased amount from the 2011-12 school year to present.

*Background information: Eligibility to receive this increase is based upon longevity in the position. See attached spreadsheet for list of eligible coaches and calculations.*

**9. 2013-14 SCHOOL YEAR CO-CURRICULAR ADVISOR STIPEND ADJUSTMENT**

Request approval of co-curricular advisor stipend adjustment in the 2013-14 school year that reflect an increased amount from the 2011-12 school year to present.

*Background information: Eligibility to receive this increase is based upon longevity in the position. See attached spreadsheet for list of eligible advisors and calculations.*

**10. 2014-15 CO-CURRICULAR ADVISORS/STIPENDS**

Request approval of the 2014-15 School Year Co-Curricular Advisors and associated stipends per the attached.

**11. REQUEST APPROVAL FOR THE FOLLOWING STAFF WAGES EFFECTIVE FOR THE FISCAL YEAR OF JULY 1, 2014 TO JUNE 30, 2015 PER THE ATTACHED.**

- a. Administrative Staff
- b. AFSCME Support Staff
- c. Confidential Staff
- d. Non-Supervisory Staff

**12. VOLUNTEERS**



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**13. POLICIES**

Second reading and adoption of the following policies:

- 102 Academic Standards
- 105.1 Review of Instructional Materials by Parents/Guardians and Students
- 810.2 Transportation – Video/Audio Recording

**X. Old Business – Mrs. Butera**

**XI. New Business – Mrs. Butera**

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

		<b>Right-to-Know</b>			
		<b>Cost Analysis</b>			
		<b>05/01/14-05/31/14</b>			
<b>Date</b>	<b>Requested by</b>	<b>Description of Request</b>	<b>Personnel</b>	<b>Time</b>	<b>Cost</b>
04/25/14	S. Larkin	KKAL invoice	S. Hungerford	0.50	9.52
05/28/14	S. Larkin	ELA invoice	S. Hungerford	0.25	\$4.76
					\$14.28

**XIII. Updates from Organizations**

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

**XIV. Adjournment – Mrs. Butera**