

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. Michelle M. Davis, Vice President
Mr. Gregory L. Portner, Treasurer
Mr. Christopher W. Heinly
Mrs. Karen R. McAvoy
Scott C. Painter, Esq.
Mrs. Jennafer Reilly
Mrs. Sandra A. Reese
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, January 13, 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 – January 22, 2014, 12:00 p.m.
 - Finance/Facilities Committee Meeting – January 24, 2014, 7:45 a.m.
 - School Board Business Meeting – January 27, 2014, 6:00 p.m.
 - Curriculum Committee Meeting – February 3, 2014, 12:00 p.m.
 - Finance/Facilities Committee Meeting – February 5, 2014, 12:00 p.m.
 - Personnel/Policy Committee Meeting – February 6, 2014, 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/Mrs. Butera**
 - A. Retiree
 - VII. **Presentation**
 - A. Audit Report – Roxanne McMurtry, Herbein + Company, Inc.

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VIII. Committee Reports

- A. Finance – Mr. Portner
- B. Facilities – Mrs. McAvoy
- C. Curriculum – Mrs. Davis
- D. Technology – Mr. Portner
- E. Personnel – Mrs. Davis
- F. Policy – Mrs. Seltzer
- G. Ad Hoc
 - Development Advisory – Mrs. Butera and Mrs. McAvoy
- H. Berks County Intermediate Unit Board Report – Mrs. Seltzer
- I. Berks Career & Technology Center Board Report – Mr. Painter
- J. Berks EIT Report – Mrs. Reese
- K. Wyomissing Area Education Foundation – Mrs. Butera

IX. Public Comment – Mrs. Butera

Speakers are requested to identify themselves by name and address.

X. 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 1-7:

1. Approve homebound instruction for secondary student ID#203304 for one hour per week from September 17, 2013 through the end of the 2013-14 school year as stipulated in 504 plan.
2. Approve Overnight Field Trip Requests
 - a. 2014 PA State Scholastic Chess Championship, Carlisle, PA, March 8-9, 2014.
 - b. Sixth grade to Camp Conrad Weiser, May 21-23, 2014.
3. Approve letter of agreement with Reading Hospital Center for Mental Health for the provision of Student Assistance Program and School Based Treatment Services for K-12 from September 1, 2013 through June 30, 2014.

Background information: Services will be provided to the school district on an as-needed basis throughout the academic school term at no cost to the District.
4. Approve expulsion waiver agreement for secondary student ID#300268.
5. Approve expulsion waiver agreement for secondary student ID#204946.
6. Approve expulsion waiver agreement for secondary student ID#201769.
7. Approve expulsion waiver agreement for secondary student ID#203802.

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B. Finance and Facilities

MOTION

It is recommended that the Board of School Directors approve the following Finance and Facilities items 1-5:

1. Approve Change Order 1 through Change Order 7 to the Cooks Service, Inc. contract for the Boiler Room Equipment Upgrade Project in the total amount of (-)\$2,448.
Background Information: The contract with Cooks Services, Inc. includes allowances for potential additional work in the amount of \$7,498. Not all of the allowances were required to complete the project. The changes include the following: CO1-Additional materials required for installation of new air compressor \$1,595; CO2-Repair of cracked sewer lines on mezzanine \$968; CO3-Repair of sewer line in expansion tank room \$603; CO4-Replace leaking fittings on boiler lines \$1,122; CO5-Remove abandon gate valve \$250; CO6-Supply and install additional drain covers \$512; CO7-Credit for balance of unused allowances (-)\$2,448.
2. Approve administration to advertise and accept bids for the WHEC Finishes Replacement Project.
Background information: This is the flooring replacement for the 300 and 400 wings at WHEC. Also included in the project a coat of paint for the walls and minor ceiling repairs.
3. Approve Individual Services Contract with Lindamood-Bell Learning Centers for student ID no. 201978 for up to 216 hours of one-to-one instruction at a rate of \$98.10 per hour, not to exceed \$21,189.60 from December 2, 2013 to February 28, 2014.
4. Approve 2013-14 service agreement with Educational Based Services, Inc. for an additional speech and language pathologist to provide the compensatory instruction at the JSHS effective January 14, 2014 for a maximum of 45 days for 7.5 hours per day at a rate of \$63/hour.
5. Accept 2012-13 Audit Report.

The following Finance and Facilities items are for discussion:

6. Approve agreement with PA Association of School Business Officials for Interim School Business Official Services.
7. Approve BCIU Joint Purchasing bids for copy paper to Lindenmeyr Munroe in the amount of \$15,435.
8. Approve contract with PA School Boards Association for the Policy News Network+ Service for an annual fee of \$1,850.

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Background information: This is an upgrade to the current level of policy services and is designed to assist the District in developing and maintaining a current, compliant Administrative Regulations Manual. The annual fee is an increase of \$851 from the current level of service.

9. Approve contract with River Rock Academy Inc. for alternative education placements for three secondary students at \$130/day per student, discounted to \$125/day per student effective February 1, 2014 as follows:

Student ID#300268 – December 10, 2013 – December 10, 2014

Student ID#201769 – December 18, 2013 – December 18, 2014

Student ID#203802 – December 18, 2013 – December 18, 2014

C. Personnel and Policy

MOTION

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

1. RESIGNATION/RETIREMENT/TERMINATION

a. Administrative Staff

- 1) **Theresa Lampe**, Director of Development, resignation effective January 31, 2014.
- 2) **Arnold Raffone**, Interim Assistant Principal, JSBS, resignation effective January 9, 2014.

Background information: Mr. Raffone was hired as a temporary employee until a permanent Assistant Principal could be hired.

b. Professional Staff

- 1) **Janet Orwig**, Family and Consumer Science Teacher, JSBS, retirement effective January 16, 2014.

c. Support Staff

- 1) **Tara Parenti**, Food Service Worker, JSBS, resignation, effective December 9, 2013.

2. LEAVE OF ABSENCE

a. Professional Staff

- 1) **Dana Quinlivan**, Guidance Counselor, JSBS, Family Medical Leave effective January 6, 2014 followed by a Leave of Absence with a return to work date to be determined.
- 2) **Sarah Rugg**, Teacher, WHEC, end leave of absence and return to work the first day of the second semester for the 2013-14 school year.

b. Support Staff

- 1) **Stacey Riegel**, Special Education Instructional Aide, WHEC, unpaid leave of absence January 13, 2014 to January 17, 2014.

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3. APPOINTMENTS

a. Administrative Staff

- 1) **Steven Murray**, Assistant Principal, JSBS, updated effective date of hire to January 2, 2014.

b. Professional Staff

- 1) **Kristin Homan**, LTS Family and Consumer Science Teacher, JSBS, B/Step 1 (\$40,720/annually) in the WAEA Salary Schedule pro-rated in accordance with start date, effective January 16, 2014 to the end of the 2013-14 school year.
Background information: This position is being filled as the result of a retirement.
- 2) **Cory Clark**, .25 Music Teacher-Strings Program, WHEC, at an annual salary of \$10,180 based upon B/Step 1 on the WAEA Salary Schedule, pro-rated in accordance with his effective date of January 28, 2014.
Background information: Mr. Clark acquired his BSE in Music Education from Millersville University. He holds a PA Teaching Certification in Music Education K-12. Mr. Clark's experience includes, but is not limited to, grades K-4 instrumental instruction as well as private lessons.
- 3) **Greta Jones**, Long Term Substitute Teacher, JSBS, at an annual salary of B/Step 1 (\$40,720) based upon the WAEA Salary Schedule, effective the first day of the second semester until a date to be determined.
Background information: Ms. Jones' assignment as a one-to-one teacher for the first semester of the 2013-14 school year was approved at the August 26, 2013 Board Meeting. Continued support is required for this student.

c. Support Staff

- 1) **Amanda Waszil**, Classroom Instructional Aide, WREC, part-time (5 ½ hours/day; 27 ½ hours/week) at \$10.25/hour, effective January 14, 2014.
Background information: This position is being filled as the result of a resignation.

d. Supplemental Staff

- 1) **Keith Arnold**, Summer Safari Coordinator, WREC, at the approved WAEA rate for work outside contract hours, not to exceed \$2,000 for the 2014 summer program.

4. MENTOR TEACHERS

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

<u>Mentor Teacher</u>	<u>Inductee</u>	<u>Assignment</u>	<u>Stipend</u>
James Delp	Matthew Werner	.6 LTS English Teacher	\$375
Jeannie Reid	Lauren Darr	Spec. Ed. Learning Support	\$375
Bethanne Mitchell	Kristin Homan	LTS Family Consumer Sciences	\$250
*Danielle Gingrich	Meredith Rosa	French Teacher	\$500

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*Ms. Gingrich has been providing mentoring to Ms. Rosa since the beginning of the 2013-14 school year in lieu of the originally approved mentor teacher.

5. WORK OUTSIDE CONTRACT HOURS

a. Professional Staff

- 1) Requesting approval for the following teachers who have agreed to be tutors for the JSHS after school tutoring program, Tuesdays, Wednesdays, and Thursdays, from 2:30-3:30 pm effective January 7, 2014 through May 15, 2014 at the WAEA wage rate for work outside contract hours:

- a) **Todd Zechman**
- b) **William Hartman**
- c) **Andrew Childs**

Background information: Funds are provided through the federal Accountability Block Grant.

6. POSITION CHANGE REQUEST

- a. Library Aide (WHEC) - Request approval to combine two (2) part-time Library Aide positions at WHEC into one (1) part-time position working 5 ½ hours/day (27 ½ hours/week).

Background information: This position was previously shared between two employees for a combined total of 30 hours/week. An updated position description for Library Aide was approved at the November 25, 2013 Board Meeting.

- b. Classroom Instructional Aide (WREC) – Request approval to change two (2) part-time aides at 20 hours/week each to one (1) part-time position at 27 ½ hours/week.

Background information: This position was previously a full-time position. At the September 23, 2013 Board meeting, the position was approved to be changed to (2) part-time 20 hour/week positions for a total of 40 hours/week. It has been determined that one (1) position at 27 ½ hours/week will fully meet the needs of the students.

7. SUBSTITUTES

a. Professional Staff

- 1) **Ginger Johnson** (Guidance Counselor) Addition

8. VOLUNTEERS

9. Approve Policy Services Contract with PSBA for Policy News Network+ (PNN+).

Background information: PNN+ includes the annual policy maintenance program as well as administrative regulations that have been newly developed or revised due to changes in state and federal laws and regulations. The cost of PNN+ is \$1,850 annually. As PSBA moves to a fiscal year billing, the increased cost for January 1, 2014—June 30, 2014 is covered in the 2013-14 budget. The additional expense for next year will be incorporated in the 2014-15 budget.

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The following Personnel and Policy items are for discussion:

10. POLICIES

First Reading of the following policies:

- 610 Purchases subject to Bid/Quotation
- 611 Purchases Budgeted

XI. Old Business – Mrs. Butera

XII. New Business – Mrs. Butera

XIII. Updates from Organizations

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

XIV. Adjournment – Mrs. Butera