

WYOMISSING AREA SCHOOL DISTRICT 2004-2005

Minutes October 25, 2004

The regular meeting of the Board of School Directors convened at 7:40 p.m. in the Community Board Room with Mrs. Barnett, Board President, presiding.

Board Members Present: Mrs. Guay, Mr. Larkin, Mr. Love, Mrs. McCready, Mr. Murray, Mrs. Sakmann, Mr. Snyder, Dr. Shuttlesworth, and Mrs. Barnett.

Administrative Staff Present: Dr. Dietz, Mrs. Riedel, Mr. Skrocki, Mr. Hartman, Dr. Kennedy, Mr. Dawson, Mrs. Motze, Mrs. Zerr, Mrs. Simyak, Mr. Babb, and Mrs. Whye.

Attendees: See list included as part of these official minutes.

PLEDGE OF ALLEGIANCE

Mrs. Barnett called the meeting to order.

AUDIENCE RECOGNITION

A number of residents addressed the board, and a copy of their comments is included as part of these official minutes.

EXECUTIVE SESSIONS

Mrs. Barnett announced that the Board held an executive session on Monday, October 18, 2004 at 5:30 p.m. for personnel reasons and also this evening, October 25, 2004, from 5:30 to 6:30 p.m. to discuss personnel matters and from 7:15 to 7:30 p.m. to discuss litigation.

APPROVED MEETING MINUTES

Upon motion by Mr. Murray, and second by Mrs. McCready, the minutes of the following business and committee were approved as presented and included as part of these official minutes.

Personnel Committee Meeting	September 27, 2004
Finance Committee Meeting	September 27, 2004
Regular Board Meeting	September 27, 2004

Yeas: 9.
Nays: 0. Motion carried.

APPROVED FINANCIAL REPORTS

Upon motion by Mr. Love, and second by Mrs. McCready, the financial reports were approved as presented and included as part of these official minutes.

- a) Ratification of payment of properly approved vendor invoices for the General Fund and 2001 G.O. Bond - September 2004
- b) Treasurers Report – September 2004
- c) Activities Account – September 2004
- d) Food Services Statement - September 2004
- e) Athletic Department Statement - September 2004

Yeas: 9.
Nays: 0. Motion carried.

CORRESPONDENCE

Dr. Dietz reported that a thank you card was received from Brian Boland for the flowers sent during his hospitalization.

Letters were sent to Senator O’Pake and Marcus Hite at the Dept. of Labor & Industry in appreciation of their assistance in securing approval of our new bleacher/field observation tower project in time for our September 18 football game.

SUPERINTENDENT’S UPDATES

Dr. Dietz noted that Dr. Allmon, Executive Director of the Berks County Intermediate Unit, would be attending the November 22, 2004 board meeting.

Dr. Dietz provided an update on the Act 26 (Violence and Weapons Possession) Report for 2003-04, the part-time learning support teacher position, and the 2004-05 district goals.

SUPERINTENDENT’S REPORT

Dr. Dietz submitted his report and recommendations dated October 25, 2004, which are included as part of these official minutes.

CHANGES TO SUPERINTENDENT’S REPORT

Action on Personnel item g. was taken as follows:

Upon motion by Mrs. Sakmann, second by Mr. Murray, Personnel item g. Approve/Ratify After-School Reading/Math Instructors was approved by the Board of School Directors.

Yeas: Guay, Larkin, Love, Murray, Sakmann, Shuttlesworth, Snyder, and Barnett.

Abstain: McCready

Nays: None. Motion carried.

APPROVAL TO TABLE FINANCE ITEM

Upon motion by Mrs. McCready, second by Mr. Snyder, Finance item d. Approve Resolution for Authorization to Establish Strike Price for Interest Rate SWAP was tabled for further discussion at the next Finance Committee meeting.

Yeas: 9.

Nays: 0. Motion carried.

APPROVED SUPERINTENDENT’S REPORT

Upon motion by Mr. Murray, second by Mr. Snyder, the Board of School Directors approved the superintendent’s report dated October 25, 2004, including the changes as noted above. A copy is included as part of these official minutes.

Yeas: Guay, Larkin, Love, McCready, Murray, Sakmann, Shuttlesworth, Snyder, and Barnett.

Nays: None. Motion carried.

APPROVAL OF COMMITTEE ITEMS

Upon motion by Mrs. McCready, second by Mr. Snyder, the following Policy, Curriculum, and School Activities & Athletics Committee items were approved by the Board of School Directors

POLICY COMMITTEE

The first reading of the following policies:

New Policy #122.1 Co-Curricular Advisors
Revised Policy #140 Charter Schools
New Policy #251 Homeless Students
Revised Policy #407 Student Teachers/interns

CURRICULUM
COMMITTEE

A revised curriculum review sequence created to enhance the process of keeping curriculum, planned courses, textbooks, and other resources current and in line with the PA Academic Standards with specific tasks defined for each year of the cycle for each curricular area. A copy is included as part of these official minutes.

SCHOOL ACTIVITIES
& ATHLETICS

A contract with the YMCA for the Wyomissing Area School District's use of the pool and timing system effective October 25, 2004 through May 31, 2005 in the amount of \$8,000.00 (which includes a \$500.00 fee for use of the timing system). A copy is included as part of these official minutes.

Base points for winter track coaches as follows:

- ❖ Head coach - 34.5 base points
- ❖ Assistant coach – 20.7 base points
- ❖ 2nd Assistant coach – 17.25 base points

Yeas: Guay, Larkin, Love, McCready, Murray, Sakmann,
Shuttlesworth, Snyder, and Barnett.

Nays: None. Motion carried.

PUBLIC COMMENT

None.

ADJOURNMENT

There being no further business, the meeting adjourned to executive session to discuss personnel matters at 8:55 p.m.

Stephen B. Skrocki
Board Secretary

SUPERINTENDENT'S REPORT
October 25, 2004

To: Members of the Board of School Directors

A. The superintendent respectfully submits the following information and recommendations for Board approval:

1. **Personnel**

a. Ratify Temporary Part-Time Professional

Loretta Minear as a temporary part-time secondary math teacher for three hours a day at the rate of \$28.00 per hour, effective October 19, 2004.

b. Approve Temporary Additional Teaching Assignment

Curtis L. Minich to teach one additional class period beyond his regular teaching assignment at the rate of \$28/hour, effective October 25, 2004.

c. Approve Waiving Board Hearings

Approve the board hearings to be waived in the matters of grievance number 201401-1 and grievance number 201401-16 and to direct the grievants to arbitration.

d. Approve Unpaid Family Medical Leave Request

Kenneth E. Templin, Jr./Sr. High School In-School Suspension Monitor and Pupil Services Liaison, has requested an unpaid family medical leave to begin at the end of his current paid sick leave.

e. Approve/Ratify Support Staff Appointments

Melissa Giacobella, Teacher's Instructional Aide at Wyomissing Hills Elementary Center, 3 hrs./day during the school year, at a rate of \$9.25/hr. effective October 12, 2004.

Ann Atkins, Custodian at the Jr./Sr. High School, at an annual compensation of \$20,680, prorated, based on an hourly rate of \$9.94, effective October 25, 2004.

Miguel Torres, Custodian at the Jr./Sr. High School, at an annual compensation of \$20,680, prorated, based on an hourly rate of \$9.94, effective October 18, 2004.

Ryan Button, Weight Room Supervisor, at an hourly rate of \$8.29, effective September 27, 2004.

Kevin Lehr, Weight Room Supervisor, at an hourly rate of \$8.61, effective September 30, 2004.

f. Ratify Audio-Visual Stipends

Ratify an audio-visual stipend in the amount of \$1,140 for Donald C. Bergen and \$760 for Michael L. Matz, which totals the budgeted amount of \$1,900 for evening/weekend performances for the 2004-05 school year.

g. Approve/Ratify After-School Reading/Math Instructors

Approve the following instructors for the after-school Reading/Math Support Programs at the West Reading Elementary Center for the hours as noted at the rate of \$28.00 per hour effective November 15, 2004 for reading and January 10, 2005 for math.

Shana Bellairs	fifth grade reading	max. 20 hours
Rita Tomashitis and Erika Homan	fifth grade math	max. 20 hours (shared)
Andrea Bensusan	sixth grade reading	max. 20 hours
Michelle Kersikowski and Rose Sneeringer	sixth grade math	max. 20 hours (shared)

Approve the following instructors for the after-school Reading and Math Support Programs at Wyomissing Hills Elementary Center for the hours as noted at the rate of \$28.00 per hour effective October 12, 2004.

Eileen Loos	second grade reading	max. 24 hours
Stephanie Kramer	second grade reading	max. 24 hours
Steve Reazor	third grade reading	max. 24 hours
Karen Sichak	fourth grade reading	max. 24 hours
Kendall McCready	third grade math	max. 24 hours
Jane Redner	fourth grade math	max. 24 hours

h. Approve Support Staff Salary Adjustments

Approve support staff salary adjustments retroactive to July 1, 2004 as per exhibit B included as part of the Board packet.

Background information: The Board approved salary adjustments, retroactive to July 1, 2004, for all support staff at the September 27, 2004 Board meeting. The salary adjustments were for those support staff members whose salary fell below their equity range point (ERP) as defined by the Capraro report. Mr. Capraro has updated the report based on a correction of years of experience for some staff members. The attached exhibit outlines those affected staff members and the corresponding salary adjustment.

i. Approve Revised Position Guides

Approve the following revised position guides:

- Weight Room Supervisor
- Athletic Trainer/Weight Room Manager

2. Curriculum

a. Approve Part-Time Learning Support Teacher Position

Approve the addition of a part-time learning support teacher at West Reading Elementary Center for 4 hours per day.

Background information: In order to meet the instructional needs of the special education students at West Reading Elementary Center this year, additional teaching hours are needed. The complexity of the student needs is greater than expected, with more instructional levels than before. With a part-time teacher added to the staff, instruction could be targeted to student needs.

3. Finance

a. Ratify Bus Drivers

Joseph C. Stabelli as a bus driver effective October 4, 2004.

Barbara Updegrove as a bus driver effective September 14, 2004.

Background information: A list of bus drivers was approved at the August 23, 2004 board meeting with the provision that additional names could be added or deleted at the discretion of the administration.

b. Approve Software Letters of Intent with Berks County Intermediate Unit

Approve letters of intent with the Berks County Intermediate Unit to enter into the following:

- A three-year agreement for basic Application Software Maintenance and Support for Pentamation Application Software (option two) at an estimated cost of \$7.94 per student for the 2004-05 school year and \$9.69 per student for the 2005-06 school year.
- A three-year software license agreement (option two) for the purchase of Horizon Software license and service and support for the (special education) software from BCIU at a first year cost of \$31.00 per IDEA student and \$9.50 per non-IDEA student. Subsequent years would cost \$23.00 per IDEA student and \$9.50 per non-IDEA student.

Background information: Currently the BCIU is used for these types of services. The new license agreements are enhancements required to meet current educational demands.

c. Approve Mailroom Systems, Inc. Contract

Approve contract with Mailroom Systems, Inc., West Reading, PA, for the processing of District mail effective October 25, 2004, for a period of one year as per the terms of the contract included as part of the Board packet.

Background information: The District has been using the services of Mailroom Systems for District mail processing on a no-fee trial basis for the past two months. Mailroom Systems is able to reduce District postage expenses by presorting and bar coding the mail at their operational facility in West Reading. Mailroom Systems also picks up District mail at central office which eliminates the need for a District employee to travel to the post office on a daily basis. The postage savings that the District will realize will more than offset the fees charged by Mailroom Systems. The contract has been reviewed by the District solicitor.

d. Approve Resolution for Authorization to Establish Strike Price for Interest Rate SWAP

Approve the resolution for authorization to establish strike price for interest rate SWAP, a copy of which is included as part of the Board packet.

Background: At the September 27, 2004 Finance Committee meeting, the Committee recommended proceeding with the SWAP with a \$200,000 upfront payment and one-year lockout. The Committee recommended proceeding only when the fixed pay receipt reaches a level of 4.02% or greater as per the attached exhibit.

e. Approve Resolution to Participate in PA Capital City (PACC) Contract

Approve attached resolution to permit the Wyomissing Area School District to participate in the PACC automotive and equipment contract effective October 25, 2004.

Background information: This formal resolution is required in order for the District to participate in this state contract. This contract will give the District the ability to purchase vehicles on state contract. Purchasing from state contract allows the District to take advantage of competitive pricing without the expense of the formal bid process.

f. Ratify Occupational Therapy Agreement

Ratify an occupational therapy operating agreement with Easter Seals Eastern Pennsylvania to provide services at the rate of \$65.00 per hour with travel time at a rate of \$25.00 per hour effective July 1, 2004.

g. Ratify Microsoft Exchange Proposal Implementation Contract with Weidenhammer Systems, Inc.

Ratify contract with Weidenhammer Systems, Inc., Wyomissing, PA, effective October 19, 2004, for the Microsoft Exchange implementation for an estimated total of 84 hours at \$96.00 per hour (40 hours are already paid for via the Bronze service contract) or \$8,064.00.

Background information: Email service within the district needs to be improved. The Exchange proposal provides the following:

- *Exchange 2003 server with mailboxes for all WASD faculty members*
- *Email messages will be scanned for SPAM and viruses before being forwarded on to the mail server.*
- *Outlook Web Access will enable remote email access for all users with a mailbox account through WASD.*

These items will ensure email to be a viable communication tool.

h. Ratify Wireless Design Project Contract with Weidenhammer Systems, Inc.

Ratify contract with Weidenhammer Systems, Inc., Wyomissing, PA, effective October 21, 2004, for the wireless design project for an estimated total of 24 hours at \$96.00 per hour or \$2,304.

Background information: A wireless site analysis will identify the number and location of access points required for the ability to access the wireless LAN from any location within the building. The access points will be required in order to utilize the four mobile carts and wireless laptops being purchased for the SAS program.

4. Facilities

a. Approve Submission of Form PDE-3074(a)

Approve Submission of form PDE-3074 (a) to Pennsylvania Department of Education for the Non-Reimbursable West Reading Modular Project.

Background Information: The Pennsylvania Department of Education requires that districts file a PDE-3074 (a) application for any construction or reconstruction where the estimated cost is greater than \$10,000. The attached application must be submitted and receive Departmental approval before the district enters into a contract for the planned work. The self-certification application process enables a district to comply with this legal requirement.

5. School Activities & Athletics

6. Technology

7. Community Relations

Recommended Action

The Superintendent recommends that the Board of School Directors approve the recommendations in the Superintendent's report as listed above.