

**WYOMISSING AREA SCHOOL DISTRICT
630 EVANS AVENUE
WYOMISSING, PENNSYLVANIA 19610**

September 6, 2006

Special Board Meeting
Community Board Room
6:00 p.m.

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 life-long learners.*

AGENDA

Board of School Directors

Daniel K. Snyder, Esq. President
Mrs. Joanne E. McCreedy, Vice President
Mr. Lawrence A. Fitzgerald, Treasurer
Jana R. Barnett, Esq.
Mr. David M. Deem
Mr. Randall E. Hinsey, Jr.
Mr. John A. Larkin
Mrs. Lynn T. Sakmann
Dr. Robert J. Shuttlesworth

Non Members

Mr. Arthur J. McDonnell, Board Secretary
Dr. Janet E. Kennedy, Assistant Superintendent
Dr. Shelly M. Riedel, Assistant Superintendent

Ex Officio Member

Dr. Helen H. Larson, Superintendent of Schools

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. PUBLIC COMMENT ON AGENDA ITEMS/AUDIENCE RECOGNITION
- IV. INFORMATION ITEMS
 - A. Enrollment Reports for 1st and 3rd day of 2006-07 school year.
- V. RECOMMENDED ACTION
 - A. ROUTINE
 1. Approve amended minutes of the Board of School Directors as listed:
July 24, 2006 Regular Business Meeting

B. CORRESPONDENCE

C. SUPERINTENDENT'S UPDATES

D. APPROVE SUPERINTENDENT'S REPORT

VI. SCHOOL BOARD MEMBER REPORTS

VII. Next School Board meetings:

Monday, September 18, 2006

6:00 p.m., Work Session – Community Board Room

Monday, September 25, 2006

7:30 p.m., Regular Business Meeting – Community Board Room

VIII. OLD BUSINESS

IX. NEW BUSINESS

A. Appoint Local Tax Study Commission Members

X. PUBLIC COMMENT ON THE DISTRICT IN GENERAL

XI. ADJOURNMENT

Superintendent's report prepared by:

Dr. Helen H. Larson

Superintendent

Diane J. Schaeffer

Executive Secretary to the Superintendent & Assistant Superintendents

From reports submitted by:

Dr. Janet E. Kennedy

Assistant Superintendent

Dr. Shelly M. Riedel

Assistant Superintendent

Arthur J. McDonnell

Director of Business Affairs

Dr. Karen M. Zerr

Director of Special Education

Mark D. Dawson

Director of Buildings and Grounds

Jennifer L. Motze

Director of Athletics

Corinne D. Mason

Assistant Director of Business Affairs

Heather L. Hefty

Staff Accountant

Christine M. Folk

Business Office Secretary, Payroll/Benefits

Karen L. Saul

Business Office Secretary, Personnel

SUPERINTENDENT'S REPORT

I. Personnel

A) EMPLOYEE

1. Approve Professional Staff Resignation – **Michael T. Mitchell, Jr.**, submitted a letter of resignation on August 29, 2006, from the positions of student dean and head varsity boys' basketball coach, effective no later than October 27, 2006.
2. Ratify Support Staff Resignation – **Melissa Giacobello**, Reading Aide at Wyomissing Hills Elementary Center, effective the beginning of the 2006-07 school year.
3. Ratify Support Staff Appointments –
 - a. **Kylee Carlson**, full-time Special Education Instructional Aide at West Reading Elementary Center for 35 hours per week at \$8.87 per hour during the school year, effective September 5, 2006, pending receipt of all necessary documents.
 - b. **Marilyn Carlson**, full-time Special Education Instructional Aide at Wyomissing Area Jr./Sr. High School for 35 hours per week at \$9.54 per hour during the school year, effective September 5, 2006, pending receipt of all necessary documents.
4. Approve Unpaid Leave for Support Staff Member – **Margo Brickner**, Receptionist Monitor at Wyomissing Hills, on September 11, 12, 13, 14, and 15, 2006.
5. Approve Payment for Curriculum Writing at the rate established in the teachers' contract.

Background Information: A list of the completed curriculum is enclosed as part of the board packet. An additional list will be provided for approval when the remaining curriculum writing for 2006-07 has been completed.

II. Curriculum

III. Finance

- A) Accept the Digital Copier/Scanning Bid submitted by Fraser Advanced Information Systems.

Background Information: After extensive analysis and due diligence, we are recommending Fraser Advanced Information Systems of West Reading, PA, for the replacement of our copiers and document scanning services for the district. Of the seven firms bidding on replacing 12 copiers, Fraser was the lowest with an annual lease price of \$103,423.68, while providing a single brand for usage and service consistency across the district. The term of the lease is three years. The document scanning to digital media services will be paid for on an as needed basis for \$178 per day. We were impressed by Fraser's ability to accurately scan documents of poor quality. The district annual copier volumes exceed 7.5 million. Vendors bidding were: Konica-Minolta, Keystone, Ricoh, Ikon, Phillips, Edwards, and Fraser.

IV. Facilities

V. School Activities & Athletics

VI. Technology

- A) Accept Technology Office and Server Room Renovation Project Bid submitted by Perrotto Builders, Ltd.

Background information: Accept the recommended bid of \$239,000 from Perrotto Builders, Ltd, of Reading, PA, for the Technology Office and Server Room Renovation Project. Crabtree, Rohrbaugh, and Associates are recommending we accept the low bidder after performing their due diligence on the contractor. We have used this contractor in the past and have had good results.

- B) Approve payment of \$13,696 to Crabtree Rohrbaugh & Associates for their fees related to the Technology Office and Server Room Renovation bid.

VII. Policy

VIII. Community Relations

IX. Other Items