

WYOMISSING AREA SCHOOL DISTRICT

630 Evans Avenue
Wyomissing, PA 19610

AGENDA

Personnel/Policy Committee

Monday, August 10, 2009

5:00 p.m.

CHAIRPERSON: Jana R. Barnett, Esq.

ASSIGNED MEMBERS: Mrs. Joanne E. McCready
Mrs. Lynn T. Sakmann
Kurt Althouse, Esq.
Mr. Gregory L. Portner
Mr. John A. Larkin, Ex Officio

STAFF MEMBERS: Kathleen A. Garman, Dir. Human Resources

PLEDGE OF ALLEGIANCE TO THE FLAG

ANNOUNCEMENT OF RECORDING BY THE PUBLIC

MINUTES

Approve Committee Meeting Minutes -

- June 8, 2009 Personnel/Policy Committee Meeting

PUBLIC COMMENTS WILL BE TAKEN AT THE BEGINNING OF THE MEETING ON
AGENDA VOTING ITEMS ONLY AND ON ALL AGENDA ITEMS AT THE END OF THE
MEETING

I. Personnel Items

a. Discuss Approval of Professional Resignations:

1. **Dawn Hart**, Autistic Support Teacher at WREC, effective August 14, 2009.
2. **Tracey Miller**, Life Skills Support Teacher at the JSHS, effective October 5, 2009.

b. Discuss Approval of Professional Appointments:

1. **Jill Kuhn**, Elementary Teacher at WREC, at an annual salary to be determined by the new contract, but based on B+15, Step 1, effective for the 2009-10 school year.

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Background Information: Ms. Kuhn graduated from Mount Saint Mary's University with a B.S in Elementary Education and became a 7th Grade Teacher at Saint Catharine of Siena Regional School from 1992 until 1997 when she left to spend more time with her growing family. In 1999 she began tutoring students from Wyomissing Area School District and Holy Name in Algebra I & II, Geometry, and SAT Preparation, and continued to do so until 2001. In 2008 she was hired by Wyomissing Area School District as a Full-time Math Aide at West Reading Elementary Center.

2. Andrea Kupiszewski, Elementary Teacher at WREC, at an annual salary to be determined by the new contract, but based on B, Step 3, effective for the 2009-10 school year.

Background Information: Ms. Kupiszewski graduated from Lock Haven University in 2002 with a B.S. in Elementary Education. Upon graduation she began working as a Kindergarten Teacher and Director at circle of Learning Day Care until 2004. In 2004 she began substitute teaching and over the next 3 years worked for Fleetwood School District, Eastern Lancaster County School District, and Wyomissing Area School District. In 2007 she was hired by Wyomissing Area School District as a Full-time Math Aide and then became a Long-Term Substitute in 6th Grade at WREC in August 2008.

3. **Mary Kate Adelizzi**, Biology Teacher at the JSHS, at an annual salary to be determined by the new contract, but based on B, Step 1, effective for the 2009-10 school year.

Background Information: Ms. Adelizzi spent 1 year attending Drexel University with a major in Biological Sciences before transferring to Muhlenberg College where she attained her B.S in Secondary Education in May 2009. While in attendance at Muhlenberg College Ms. Adelizzi was a member of Phi Beta Kappa, earned various awards in the field of Biology, and became the valedictorian of her class. Mary Kate did her student teaching in grades 10-12 at Parkland School District working with College Preparatory Biology, Advanced Placement Environmental Science, and Energy & Society and in 8th grade at Whitehall-Coplay School District in Physical Science.

4. _____, English Teacher at the JSHS, at an annual salary to be determined by the new contract, but based on ____, Step ____, effective for the 2009-10 school year.

Background Information:

- c. Discuss approval of Support Teachers for the 2009-10 school year as follows:

<u>Support Teacher</u>	<u>Inductee</u>	<u>Assignment</u>	<u>Stipend</u>
Michael Miller	Nicole Harlacher	LTS French Teacher	\$250.00
Brenda Phillips	Mary Kate Adelizzi	Biology Teacher	\$500.00
	Michelle Geist	Autistic Sup. Tchr.	\$500.00
Leigh Macri (1/2)	Kevin Maier	Speech/Language	\$250.00
Andrew Hoffert (1/2)	Kevin Maier	Speech/Language	\$250.00
Dan Smith	Jill Kuhn	Elementary Teacher	\$500.00

- d. Discuss Approval of Support Staff Resignations:

1. **Gary Booz**, Part-time Food Service Worker at the JSHS, effective August 5, 2009.
2. **Anne Seltzer**, Part-time Computer Lab Aide at the JSHS, effective July 13, 2009.

- e. Discuss Approval of Support Staff Appointment - _____, Apple/Web Systems Specialist, at a rate of \$____/year, effective _____.

- f. Discuss Ratification of Summer Support Appointment - **Kayleigh Hungerford**, Part-time temporary summer help for the IT Department, paid hourly at state minimum wage, effective July 15, 2009 through August 21, 2009.

- g. Discuss Approval of Substitute for the 2009 Extended School Year Program (ESY) - **Michelle Geist**, at the professional contracted teacher rate.

- h. Discuss Ratification of Additional Hours for Support Staff to attend Paraprofessional Academy at BCIU:

- a. **Elizabeth Barrer**, Part-time Special Education Instructional Aide at WHEC, Paraprofessional Academy August 26-28, 2009, at her approved hourly rate, not to exceed a maximum of 18 hours.
- b. **Donna Bottiglieri**, Full-time Special Education Instructional Aide at WHEC, Paraprofessional Academy June 16-19, 2009, at her approved hourly rate, not to exceed a maximum of 24 hours.
- c. **Susie Froehlich**, Full-time Special Education Instructional Aide at the JSHS, Paraprofessional Academy June 16-19, 2009, at her approved hourly rate, not to exceed a maximum of 24 hours.
- d. **Michelle Krick**, Full-time Teacher's Instructional Aide at WHEC, Paraprofessional Academy June 16-19, 2009, at her approved hourly rate, not to exceed a maximum of 24 hours.

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- i. Discuss Approval of Additional Hours for Support Staff - **Eve Pardo**, Full-time Special Education Instructional Aide at the JSHS, to attend trainings on August 11, 2009, December 2, 2009, and April 15, 2010, in order to comply with PDE mandated requirements, paid at her approved hourly rate, not to exceed a maximum of 18 hours.

- j. Approve Hours for Support Staff to Meet with Classroom Teacher, for a maximum of 2 hours each, at their approved hourly rate:
 - 1. Elizabeth Barrer, Part-time Special Education Instructional Aide, WHEC
 - 2. Donna Bottiglieri, Full-time Special Education Instructional Aide, WHEC
 - 3. Kim Bressler, Full-time Special Education Instructional Aide, WREC
 - 4. Karen Conklin, Full-time Job Coach, JSHS
 - 5. Hilary Decker, Full-time Special Education Instructional Aide, JSHS
 - 6. Susie Froehlich, Part-time Special Education Instructional Aide, JSHS
 - 7. Scott Gehman, Full-time Special Education Instructional Aide, JSHS
 - 8. Jessica Hole, Full-time Special Education Instructional Aide, WHEC
 - 9. Heather Hylton, Full-time Special Education Instructional Aide, JSHS
 - 10. Glenda Jarrett, Full-time Special Education Instructional Aide, WHEC
 - 11. Jennifer Kohler, Full-time Special Education Instructional Aide, WREC
 - 12. Karen Koppenhaver, Full-time Special Education Instructional Aide, WHEC
 - 13. Kim Latino, Full-time Special Education Instructional Aide, JSHS
 - 14. Dorothy Lefever, Full-time Special Education Instructional Aide, JSHS
 - 15. Mary Lieberman, Full-time Special Education Instructional Aide, WREC
 - 16. Bernadette Lis, Full-time Special Education Instructional Aide, JSHS
 - 17. Marci Luckenbill-Felty, Full-time Special Education Instructional Aide, JSHS
 - 18. Kim Luigard, Full-time Special Education Instructional Aide, WREC
 - 19. Molly Mantione, Full-time Special Education Instructional Aide, WHEC
 - 20. Holly Miller, Full-time Special Education Instructional Aide, WHEC
 - 21. Marie Minnich, Full-time Special Education Instructional Aide, WREC
 - 22. Eve Pardo, Full-time Special Education Instructional Aide, JSHS
 - 23. Rupa Patel, Full-time Special Education Instructional Aide, WHEC
 - 24. Lisa Reichardt, Full-time Special Education Instructional Aide, WREC
 - 25. Stacey Riegel, Full-time Special Education Instructional Aide, WHEC
 - 26. Kathy Rohm, Full-time Special Education instructional Aide, WHEC
 - 27. Lori Rohrbach, Full-time Special Education Instructional Aide, JSHS
 - 28. Kathy Schweitzer, Full-time Special Education Instructional Aide, WHEC
 - 29. Danielle Shobe, Full-time Special Education Instructional Aide, WHEC
 - 30. Rebecca Sibbett, Part-time Special Education Instructional Aide, JSHS
 - 31. Diana Swavely, Full-time Special Education Instructional Aide, JSHS
 - 32. Mary Thacker, Full-time Special Education Instructional Aide, JSHS
 - 33. Arlene Wagner, Full-time Special Education Instructional Aide, SJSH
 - 34. Jennifer Wolfe, Full-time Special Education Instructional Aide, WREC
 - 35. Linda Wynne, Part-time Special Education Instructional Aide, WHEC
 - 36. Lauren Yelinek, Full-time Special Education Instructional Aide, WHEC

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- j. Discuss Ratification of FMLA Leaves:
 - 1. **Gene Kiwak**, Full-time Custodian at WHEC, a family and medical leave of absence, effective July 8, 2009 through July 23, 2009 and August 5, 2009 through August 20, 2009.
 - 2. **Claudia Walters**, Secretary to the Director of Buildings and Grounds and the Director of IT, an intermittent family and medical leave of absence, effective July 1, 2009.
- k. Discuss Approval of Supplemental Activity Point Value, \$84.50, effective the 2009-10 school year. (Revised salary list included in packet)
- l. Discuss Approval of Supplemental Activity Resignations:
 - 1. **Mary Pearsall**, Colloquy Advisor, effective July 13, 2009
 - 2. **Mary Pearsall**, Wyomissing Quiz Bowl Co-Advisor, effective July 13, 2009.
- m. Discuss Approval of Supplemental Activity Appointments:
 - 1. **Melissa Kreps**, Wyomissing Quiz Bowl Advisor, 17.5 points, \$1,479, effective the 2009-10 school year.
 - 2. **Christopher Stanchek**, Yearbook Co-Advisor, 20.25 points, \$1,711, effective the 2009-10 school year.
- n. Discuss Approval of Supplemental Athletic Appointment - **Piera Snyder**, Field Hockey Varsity 2nd Assistant Coach, 18.5 points, \$1,563, effective for the 2009-10 school year.
- o. Discuss additions to the District Volunteer List
- p. Discuss Approval of the District Substitute List

III. Policy Items

- a. Discuss adoption/second reading of the following new/revised policies:

006	Meetings
104	Nondiscrimination in Employment and Contract Practices
200	Enrollment of Students
304	Employment of District Staff
504	Employment of Classified Employees
347	Workers Compensation Transitional Return-to-Work Program
810	Transportation
818	Contracted Services

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NEXT PERSONNEL/POLICY COMMITTEE MEETING DATE: MONDAY, September 14, 2009.