The regular meeting with committee reports of the Board of School Directors convened at 6:00 p.m. in the Community Board Room of the Jr./Sr. High School with Mr. Redner, Board President, presiding.

PLEDGE OF ALLEGIANCE

Following the pledge of allegiance, Mr. Redner asked if anyone would be recording the meeting.

Board Members Present: Mrs. Larkin, Mrs. McAvoy, Mr. McCaffrey, Mrs. Phillips, Mr. Redner, Mrs. Taylor, Mrs. Waxler, Mr. Zeppos and Mrs. Ziolkowski (by phone).

Administrative Staff Present: Mr. Scoboria, Mr. Boyer, Mr. Arnst, and Mr. Cafoncelli, and Mrs. Lengle.

Attendees: Shelley Filer, recording secretary. An audience sign-in sheet is included as part of these official minutes.

MEETING ANNOUNCEMENTS

- Committee Meetings (Business Meeting if needed) – November 5, 2018
  - 4:00 – 4:45 pm – Policy
  - 4:45 – 6:15 pm – Finance/Facilities
  - 6:15 – 7:00 pm – Curriculum
- School Board Business Meeting – November 19, 2018, 6:00 p.m.

All listed meetings are held in the Community Board Room of the Jr./Sr. High School unless otherwise noted.

Mr. Redner announced that an Executive Session was held prior to the meeting for Board Development.

STUDENT REPRESENTATIVE REPORT

Matthew Kauffman reported on the following club and activities

- The Environmental Club went on a hike at Hawk Mountain and has begun their recycling program.
- The Literary Magazine Club is going to Grings Mill for a picnic and pumpkin carving.
- Model UN hosted a regional training for local high schools. The club will be hosting their regional conference at the JSHS in November.
- Peer mediation training was held recently to improve conflict resolution and effective communication strategies.
- Spirit Week was a great success. Fanny Ortiz was selected as homecoming queen, and approximately 350 students attended the homecoming dance.

Rebecca Kotula had the following report on athletics and academics.

- The girls’ tennis team won Districts and is advancing to the state competition. Alex Jadic won her second District III Class 2-A singles title.
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- Grace Kuhn placed second in the county meet for cross-country. Ben Kuhn won the BCIAA individual title.
- The field hockey team will compete in the county meet for the first time in twelve years.
- WASD is hosting the Backyard Brawl football game with Berks Catholic which is also senior night.
- Students attended an Environmental Science Workshop at Wilkes University.
- Public Art class painted a mural on Cherry Street.
- A group of juniors and seniors are participating in a field trip to a Smithsonian Interactive exhibit on the transmission of zoonotic diseases.

COMMITTEE REPORTS

A. Finance – Mr. Boyer said the committee met on October 9. They reviewed cash flow for 2018-19 which is trending higher than expected due to receipt of tax revenues. Expenditures are also trending higher due to the early timing of a PSERS payment. The auditors are projecting a 2017-18 deficit of approximately $600,000 of which $425,000 in STEAM renovations can be offset from the fund balance. The 2018-19 budget is trending better than the projected $1.1 million deficit. The committee reviewed the timeline for approving the Business Privilege Tax regulations. Two contracts will be on the agenda for approval: renewal of the on-line manager of material safety data sheets, and renewal of the Delta Dental contract. The committee began discussing Basic Education Funding; however, due to the absence of several Board members, the conversation will continue at the November meeting.

B. Facilities – Mrs. McAvoy said the committee met on October 9. The committee reviewed the revised scope and construction estimates of the project. The proposed parking lot was removed and the price of the storage shed was reduced $40,000. If approved, the project will be advertised for bid in January. The information for the project will be shared with the track coaches again to ensure regulations are met. The costs for professional services of $85,800 to manage the project in addition to the construction costs is on the agenda for approval. While the STEAM area is fully operational, small punch list items are being addressed. Minor punch list items are being addressed daily after school hours for the JSHS Phase II project. The District was rejected for both Safe Schools grants. We are, however, guaranteed $25,000 under the Act 44 grant. Most of the guaranteed grant money will be used for mental health services for students and professional development training for teachers to benefit more students. The balance will be used for equipment. The District is still moving forward with the additional cameras and visitor
management system that was denied in the Safe Schools grant. The results of the teacher survey showed overwhelming support for the Outdoor Classroom project. A design quote of $9,800 from Bogia Engineering was received which is lower than the quote of $12,000 from AEM Architects. The District would be responsible for the $9,800 and the rest of the project would be donor funded. The project passed through several levels of administrator approval before being presented to the Board. In addition, the project was shown to the Borough and Borough Engineer and no issues were identified in terms of location or environmental impacts. The Environmental Club has volunteered to maintain the area. The item is on the agenda for further discussion. Mr. Cafoncelli and Mr. Boyer will write and RFP for a feasibility study examining K-12 facilities’ use of classrooms and other spaces to improve efficiency. The process will take several months. The RFP will seek analysis of enrollment versus building capacity.

C. Curriculum/Technology – Mrs. McAvoy said the meeting was held October 9. Mr. Arnst had a brief fact-gathering meeting with BCIU staff who are conducting the Technology Department audit. Mr. Arnst will present an audit timeline at the committee meeting on November 5. The Council on Chemical Abuse has a grant for a program called “Too Good.” The program will be implemented in grades 5-6. COCA will provide free instruction and materials. Once every six-day cycle the instructor will model a lesson with the school counselor who will provide the lesson for the other classes on days 2-6. If successful, the program could be expanded next year in additional grade levels. The Comprehensive Plan began it 28-day public review on October 10. Specific Comprehensive Plan evaluated components include: Gifted Education, Delivery of Instructional Curriculum, Supportive Programming for Pre-Kindergarten, New Teacher Induction, Technology Integration, Sustained Professional Development, and Student Services. The Plan will be presented to the Board on November 19, and needs to be submitted to PDE by November 30. Several music field trips are on the agenda for approval.

D. Personnel – Mr. Scoboria said the committee met on October 9. The committee received a performance update on the fill rate of substitutes by Kelly Services. The fill rate increased in the 2017-18 school year. Elementary classroom sizes remained pretty consistent from August through the end of September. Average class sizes at the end of September are in line with Board policy. Enrollment will be monitored closely as budget discussions begin. Administration has developed some plans to assist with obtaining substitutes for paraprofessional absences. Specifically, with social media postings and parental email outreach, the District hopes to attract more
candidates for hourly positions. A job fair for hourly positions is being planned for the Spring as well tables for promotion at events like open houses to attract applicants. The District also hopes to strengthen its position with our contractor who provides substitutes for support staff positions.

E. Policy – Mrs. Larkin said policies that were reviewed in September are on the agenda for a second reading and adoption. Many policies are being rescinded as they are absorbed into the 300 level through the audit process.

F. Berks County Intermediate Unit Board Report – Mrs. Taylor said the Board met on October 18. She was not in attendance due to her participation as a BCIU voting delegate at the annual PSBA conference.

G. Berks Career & Technology Center Board Report – Mr. McCaffrey said the meeting was held September 26. Some proposals were discussed for the School Improvement Plan as well as the proposed school calendar. Mr. McCaffrey said the sending school districts only have 70 school days in common in the academic year which makes it difficult for students to receive the required number of hours in their discipline. They approved the East and West Campus’ Comprehensive Plan. Four BCTC masonry students were involved in the rehab of a house in Cumru Township. A new certification will be offered next year that deals with diesel equipment and technology. BCTC will one of two high school in the country to offer the program.

H. Berks EIT Report – Mr. Zeppos said deposits for September totaled $88,651.

I. Wyomissing Area Education Foundation – Mrs. Waxler said she was unable to attend the October 11, meeting.

J. Legislative Report – Mrs. Larkin reported that PSBA is assisting the Board in development of goals. Board members are receiving emails regarding the upcoming November election. At Mrs. Larkin’s request, Mrs. McAvoy offered comments on the annual PSBA conference. She found the presentations, keynote speakers, and various school district showcases interesting. As the BCIU voting delegate, Mrs. Taylor said hot topics included school safety and educational equity.

K. PTA – Mrs. Phillips said the next meeting is November 6, at 7:00pm in the CBR.
PUBLIC COMMENT

Several audience members voiced their support of the Outdoor Classroom project. Student Emma Hopler said having a dedicated outdoor classroom with seating offers an area for breakout lessons that promote material retention due to the unique experience. It would also help relieve stress. AP Literature and AP Research teacher Joelle Ostrich commended student Joanna Helm on her research of the feasibility of an outdoor classroom. She commented on some of the mental health benefits of an outdoor classroom such as lowering blood pressure and relieving stress. It will also provide balance in a STEAM related culture. Gina Zabinski said the outdoor classroom is an opportunity for the Board to show that they can think beyond STEAM. Having recently returned to the area, she said her son attended a private school in Philadelphia that heavily used outdoor classrooms at all grade levels. She felt that outdoor classrooms also provide a less stressful environment that helps students with learning differences relax and focus. Lisa Carson said the concept of the outdoor classroom promotes creativity and the amount the District would contribute is minimal as the balance of the project will be paid by fundraised monies.

ROUTINE APPROVALS

MEETING MINUTES

Upon a motion by Mrs. McAvoy, second by Mrs. Taylor, the Board approved the following minutes:

- September 24, 2018 Business Meeting

Nays: None. Motion carried.

TREASURER’S REPORT

Upon a motion by Mr. Zeppos, second by Mr. McCaffrey, the Treasurer’s Report for September 2018 was accepted as presented.

Nays: None. Motion carried.

PAYMENT OF BILLS

Upon a motion by Mr. McCaffrey, second by Mrs. Taylor, payment of bills for the month of September 2018 was approved.

Nays: None. Motion carried.
SUPERINTENDENT’S REPORT

A. CURRICULUM/TECHNOLOGY

Upon a motion by Mrs. Waxler, second by Mrs. McAvoy, the following Curriculum/Technology item was approved.

1. Approved Overnight Field Trip Requests
   a. District Orchestra – January 9-11, 2019, Boyertown High School
   b. District Band, PMEA District 10 Festival – January 24-26, 2019, Catasauqua High School
   c. District Chorus – February 7-9, 2019, Exeter High School
   d. Region Orchestra – February 21-23, 2019, Kutztown High School
   e. Regional Band – March 7-9, 2019, Conrad Weiser High School
   f. Region V Chorus – March 21-23, 2019, Muhlenberg High School
   g. PMEA All Eastern, State, Orchestra – April 3-7, 2019, Pittsburgh, PA
   h. PMEA All State Festival, Band – April 3-7, 2019, Pittsburgh, PA
   i. PMEA All State Festival, Chorus – April 3-7 2019, Pittsburgh, PA
   j. Festival Disney Adjudication Music Department Trip – April 11-15, 2019, Orlando, Florida

Nays: None. Motion carried.

B. FINANCE/ FACILITIES

Upon a motion by Mrs. McAvoy, second by Mrs. Larkin, the following Finance/Facilities items were approved.

1. Approved budget transfers in the amount of $6,431.

2. Approved proposal with Turf, Track & Court, LLC for professional services for the Flannery Field Renovation Project in the amount of $85,800.

   Background information: These services include Regulatory Reviews/Approvals; Construction Documentation and Bid Administration; and Construction Observation/Project Close-out.
3. Approved contract renewal for MSDS online in the amount of $2,300.
   Background information: MSDS provides subscription services for Material Safety Data Sheets. The renewal is effective November 20, 2018.

   Background information: The renewal rate is 13.82% which is an increase of 1.9% over the 2017-18 rate. The rate is locked in for two years.

Nays: None. Motion carried.

The remaining Finance and Facilities item on the Outdoor Classroom was opened for discussion. Mrs. McAvoy reiterated that the latest proposal from Bogia Engineering was $9,800. The original proposal from AEM Architects was $12,000. Mrs. Waxler, Mr. Zeppos, and Mr. Redner expressed support for the project. They commented on the small investment to reap a larger reward that benefits all students as compared to a million-dollar project that benefits just 150 students. It is overwhelmingly supported by the teachers and has mental health benefits for students. Mr. Scoboria said Joanna Helm’s project passed through several levels of administrators who were impressed with her research into a multi-use outdoor facility. It fits well into the district property in an area that has little use and is one of the things that makes the District unique. Mr. McCaffrey said while he is a proponent of the student-led projects, he feels at this time there are more pressing needs that aren’t budgeted like safety and security measures on which to spend that money. Mrs. Taylor agreed and cited several additional factors she considered and asked to table the project until upcoming feasibility study is completed. Mrs. Larkin agreed that that overall the project is a want versus a need. Other comments from Board members included a possible negative message to students that although the idea was well-researched and funded mostly through donations that the Board wouldn’t agree to it. Another felt that the opportunity would be lost by tabling the project because after the student graduates, the fundraising dollars would be lost. Another said approving the project would send a message to students, faculty and the community that the Board is investing in them. Another asked if a precedent would be set and if a process is in place to determine funding future student projects. At the conclusion of discussion, it was decided to vote to move the item from discussion to a motion.

Upon a motion by Mrs. Waxler, second by Mr. Zeppos, approval of the proposal with Bogia Engineering for the Outdoor Classroom Project was moved from discussion to a motion item.

Nays: None. Motion carried.

Mr. Redner opened the floor for any additional public comment. There
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were no additional comments.

APPROVED OUTDOOR CLASSROOM PROJECT

Upon a motion by Mrs. Waxler, second by Mrs. McAvoy, the following Finance and Facilities item was approved.

Mr. McCaffrey clarified that while the District is further ahead in safety measures than before, the District is lagging behind others.

5. Approved proposal with Bogia Engineering for professional services for the Outdoor Classroom Project in the amount of $9,800.

*Background information: These services include design work and the creation of bid documents.*

Nays: Larkin, McCaffrey, Phillips, and Taylor. Motion carried.

C. PERSONNEL/ POLICY

Upon a motion by Mrs. McAvoy, second by Mrs. Waxler, the following Personnel/Policy items were approved and ratified.

1. RESIGNATIONS
   a. Support Staff
      1) *Elizabeth Hartman*, Paraprofessional, WHEC, effective last paid day September 20, 2018.
      2) *Melissa Rogers*, Crossing Guard, WREC, effective October 26, 2018.
   b. Athletic Staff
      1) *Thomas Baldwin*, Boys’ Lacrosse Assistant Coach, effective last day worked May 4, 2018.

2. LEAVE OF ABSENCE
   a. Professional Staff
      1) *Jennifer Texter*, Special Education Teacher, WHEC, Family Medical Leave effective October 1, 2018 through October 19, 2018, return to work October 22, 2018.
      2) *Toni Wengerd*, STEAM Teacher, WHEC, Family Medical Leave effective on or about February 14, 2019 through on or about May 17, 2019, followed by an unpaid leave of absence through the end of the last day of the first semester of the 2019-20 contracted school year, return to work the first day of the second semester of the 2019-20 school year.
b. Support Staff

1) **Jenny Weikel**, Attendance Secretary, JSHS, unpaid leave effective October 24, 2018 through October 26, 2018, return to work October 29, 2018.

2) **Jennifer Zeiber**, Food Service Worker, WHEC, unpaid leave of absence effective October 17, 2018 through October 19, 2018, return to work October 22, 2018.

3. APPOINTMENTS

a. Support Staff

1) **Josey Gillis**, Full-time Paraprofessional, WHEC, 7 hours/day at a wage rate of $12.32/hour, ratification effective October 15, 2018.  
   Background information: This position is being filled due to a resignation.

2) **Madison Stambaugh**, Full-time Paraprofessional, WHEC, 7 hours/day at a wage rate of $12.32/hour, effective October 26, 2018, pending completion of employment paperwork.  
   Background Information: This position is being filled due to a resignation.

4. WAGE INCREASES

a. Professional Staff

Approved the following teachers to receive course credit salary advancement (column movement) in accordance with the terms of the WAEA Collective Bargaining Agreement, per the effective dates noted below:

1) **Lee Marie Duquette**, JSHS, from M+15/Step 5 to M+30/Step 5 ($59,882) effective October 1, 2018.

2) **Colleen Fontaine**, JSHS, from B+15/Step 5 to M/Step 5 ($56,582) effective October 4, 2018.

5. WAGE APPROVAL REQUEST

a. Administrative Staff

1) **Jennifer Mangold**, Supervisor of Assessments and Instructional Intervention, District Office, request payment approval for eight (8) days worked in July 2018 which were outside her contracted days at a per diem rate of $364.06/day.  
   Background information: Ms. Mangold assisted
6. WORK OUTSIDE CONTRACT  
a. Professional Staff  
1) Approved the following professional staff to be compensated for providing extra caseload duties for the Special Education Department from October 1, 2018 through October 26, 2018 at the WAEA work outside contract hourly rate, not to exceed a maximum total of 20 hours per staff member:  
   a) Brianna O’Neil  
   b) Mindy Devlin  

7. REQUEST APPROVAL FOR EXTRA SUBSTITUTE HOURS PER BELOW:  
a. Support Staff  
1) Katherine Herr, Secretarial Substitute, WHEC, to receive up to a maximum of 21 hours of compensation at her regularly approved hourly wage rate to provide clerical assistance for a special project, ratification effective October 2, 2018 through November 2, 2018.  

8. REQUEST APPROVAL OF THE 2018-19 SCHOOL YEAR WINTER COACHES AND ASSOCIATED STIPENDS PER ATTACHED.  

9. SUBSTITUTES  
a. Support Staff (additions)  
1) Audrey Hamm, Instructional Aide, ratification effective October 9, 2018  
2) Melissa Rogers, Crossing Guard, effective October 29, 2018  

b. Support Staff (deletions)  
1) Loni Pottieger, Secretary  

10. VOLUNTEERS  

11. POLICIES  
Second reading and adoption of the following policies:  

008 Organization Chart  
218 Student Discipline  
227 Controlled Substances  
309 Assignment and Transfer
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313  Evaluation of Employees
317  Conduct/Disciplinary Procedures
328  Wage and Salary
330  Overtime
331  Job Related Expenses
332  Working Periods
333  Professional Growth Requirements
334  Sick Leave
337  Vacation
338  Sabbatical Leaves and Leaves of Absence for Professional Development
338.1  Classroom Occupational Exchange Leaves
341  Benefits for Regularly Employed Part-Time Personnel
342  Jury Duty
343  Paid Holidays
351  Alcohol and Illegal Drug Abuse
810  Transportation
818  Contracted Services Personnel
906  Public Complaint Process
918  Title I Parent and Family Engagement (Attachment only)

Policies to be rescinded

252  Dating Violence
409  Assignment and Transfer
412  Evaluation of Professional and Temporary Professional Employees
417  Conduct/Disciplinary Procedures
428  Salary Determination
431  Job Related Expenses
432  Working Periods
433  Professional Development
434  Sick Leave
438  Sabbatical Leaves and Leaves of Absence for Professional Development
438.1  Classroom Occupational Exchange Leaves
440  Responsibility of Staff for Student Welfare
442  Jury Duty
451  Alcohol and Illegal Drug Abuse
509  Assignment and Transfer
512  Evaluation of Classified Employees
517  Conduct/Disciplinary Procedures
528  Wage and Salary Determination
530  Overtime
531  Job Related Expenses
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532 Working Periods
534 Sick Leave
537 Vacation
541 Benefits for Regularly Employed Part-Time Personnel
542 Jury Duty
543 Paid Holidays
551 Alcohol and Illegal Drug Abuse

Nays: None. Motion carried.

OLD BUSINESS
ADOPTED PIAA RESOLUTION

Upon a motion by Mrs. Taylor, second by Mrs. McAvoy, the Board adopted a resolution supporting amendment of PIAA classifications to level the competitive arena.

Nays: None. Motion carried.

NEW BUSINESS

None.

UPDATES FROM ORGANIZATIONS

None.

ADJOURNMENT

A motion was made by Mrs. Waxler, seconded by Mrs. McAvoy to adjourn at 7:18 p.m.

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Board Secretary