Minutes January 29, 2018

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. No one indicated their intent to record.

Board Members Present: Mrs. Larkin, Mr. McCaffrey, Mrs. Phillips, Mr. Redner, Mrs. Taylor, Mrs. Waxler, Mr. Zeppos (arr. 6:15pm) and Mrs. Ziolkowski.

Board Members Absent Mrs. McAvoy

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

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

MEETING ANNOUNCEMENTS

- Personnel Committee Meeting – February 1, 2018, 4:00 p.m.
- Curriculum/Technology Committee Meeting – February 5, 2018, 5:00 p.m.
- Facilities Committee Meeting – February 6, 2018, 8:30 a.m.
- Finance Committee Meeting – February 7, 2018, 8:00 a.m.
- Policy Committee Meeting – February 7, 2018, 4:00 p.m. (CANCELLED)
- School Board Business Meeting with Committee Reports – February 12, 2018; 6:00 p.m.

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

RECOGNITION

Mr. Scoboria announced that January is School Board Recognition Month and thanked the Board members for their tremendous amount of work in a volunteer position. Board members were presented with a small gift of appreciation.

PRESENTATION

Roxanne McMurtry of Herbein + Co., presented an overview of the 2016-17 audit. She stated that the audit produced unmodified opinions on both the financial statements and federal awards which is the highest level opinion an audit can receive. There was only one finding and management has a corrective action in place.

COMMITTEE REPORTS

A. Finance – Mrs. Ziolkowski said the committee met on January 3. In cash flow as of November 30, revenues were lagging mostly due to not yet receiving the payment from the Reading Hospital. A deficit of $487,740 is projected which is lower than what was expected due to lower personnel expenses. Ken Phillips, RBC presented the committee with a report on current and future debt service. The committee discussed a proposal for district communications. The
fee is $2,000/month which would cover a semi-annual newsletter, e-Newsletters, media relations, website updates, social media and photography. The 2018-19 budget was presented with a zero percent tax increase. The committee reviewed enrollment projections which are predicted to increase over the next four years along with special education projections. They discussed a lease with Scottish Rite Cathedral for graduation. The fee is the same as last year. The committee was updated on the Business Privilege Tax regulations. West Reading Borough is willing to adopt the regulations, but the District has not yet heard from Wyomissing Borough. Additional agenda items for approval on the agenda were also discussed.

B. Facilities – Mr. Redner reported the committee met on January 3. They received an update on the Flannery Field Renovation Project. The site study was completed and money from a bond issue will be used to fund the project. The project would be done during summer; if more time is needed, soccer could be moved to the Quarry Fields. An update was provided for the JSHS Renovation Project Phase 2. This project would include infrastructure updates to the 1960 section which will produce energy savings for the District. Approval of the Letter of Commitment with TRANE is on the agenda for approval. Replacement of a floor scrubber at WREC was discussed. The committee would like to investigate a leasing option as opposed to just purchasing a new one. Replacement of a plow truck was also discussed. Repair costs, lease costs, and used vehicle costs need to be compared. The committee reviewed the five-year capital plan.

C. Curriculum/Technology – Mrs. Waxler reported the committee met on January 4. The iPads for WHEC were ordered and delivered before winter break. They will deployed following professional development sessions occurring in January and February. Office Depot was consulted for design options for the computer lab. WREC is awaiting a shipment date for the furniture and storage solutions for their STEAM Design Center. The JSHS renovation was discussed at Facilities Committee and is on the agenda for approval to go out for bid. Mr. Arnst provided an update on the Parent/Community Communication Plan. Parents are receiving daily attendance calls for unexcused absences, and weekly notifications of low lunch accounts and negative balances. This process has so far resulted in recovery of $863. There are two additional changes to the Program of Studies. Journalism will change from a full-year one-credit course to a semester .5 credit course. A statistics class is also being added. WASD is a Phase 3 District for Comprehensive Planning. Our district plan is due to PDE on November 30, 2018, with a July 1, 2019, implementation.
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The 2018-19 school calendar was discussed; however, PDE just altered the PSSA testing schedule so it will need corrections. Mrs. Waller has met with department chairs to develop a preliminary list of the curriculum revisions scheduled for 2018-19. The focus will be on elementary literacy and math at WHEC, math at WREC and a K-12 alignment of technology skills. On the agenda for approval is a transportation request for the annual 6th grade Camp Conrad Weiser trip.

D. Personnel – Mrs. Waxler reported the committee met on January 4. Information was provided on Quest, tenure and PSERS. The format of the meetings will change to provide some learning opportunities for the Board.

E. Policy – Mrs. Larkin said the committee met on January 3. Mr. Scoboria recommended alternative procedures to accomplish the ongoing audit of district policies. The committee decided to meet on an every-other-month schedule to allow administration to get feedback on policy revisions from the solicitor and other district staff. Several policies are on the agenda for a first reading. Some were a result of PSBA recommendations and others resulted in changes from the district nurses’ review.

F. Berks County Intermediate Unit Board Report – Mrs. Taylor said the meeting was held January 18. They discussed the PA Every Student Succeeds Act (ESSA) which was approved by the federal government. The plan is focused on career readiness. The 2018-19 budget was approved and there is no increase to school districts.

G. Berks Career & Technology Center Board Report – Mr. McCaffrey said the meeting was held January 24. They had dinner prepared by two students as their senior project. He discussed a flier on “Keeping Kids Safe.” A preliminary budget presentation was shared. The average increase to districts will be 5.5%.

H. Berks EIT Report – Mr. Zeppos reported there was no meeting.

I. Wyomissing Area Education Foundation – Mrs. Waxler said five new grants were approved: “Reading is Our Thing,” light tables for the art department, sensory bins, classroom library enhancements, Core Fitness training for Life Skills classes with Alvernia students, and water bottle filling coolers at WHEC.

J. Legislative Report – Mrs. Larkin thanked Mr. Scoboria for including legislative reports in his weekly update to the Board. She supported adopting the PSBA Principles of Governance and Leadership. She encouraged attendance of PSBA events listed on their website.
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PUBLIC COMMENT
Sal Ferrarello thanked the Board for taping meetings and posting them on the website. He suggested using the Multimedia I and II classes to assist in recording them as an authentic learning experience and posting them in a more timely manner.

ROUTINE APPROVALS

MEETING MINUTES
Upon a motion by Mrs. Larkin, second by Mrs. Taylor, the Board approved the following minutes:
- November 6, 2017 Business Meeting with Committee Reports
- November 20, 2017 Regular Business Meeting
- December 4, 2017 Board Reorganization

Absent: McAvoy
Nays: None. Motion carried.

TREASURER’S REPORT
Upon a motion by Mrs. Taylor, second by Mrs. Ziolkowski, the Treasurer’s Reports for November and December 2017 were accepted as presented.

Absent: McAvoy
Nays: None. Motion carried.

PAYMENT OF BILLS
Upon a motion by Mrs. Ziolkowski, second by Mr. Zeppos, payment of bills for the months of November and December 2017 was approved.

Absent: McAvoy
Nays: None. Motion carried.

ADOPTED PSBA PRINCIPLES OF GOVERNANCE AND LEADERSHIP
Upon a motion by Mr. McCaffrey, second by Mrs. Larkin, the PSBA Principles for Governance and Leadership were approved.

Absent: McAvoy
Nays: None. Motion carried.
SUPERINTENDENT’S REPORT

A. CURRICULUM/TECHNOLOGY

Upon a motion by Mrs. Waxler, second by Mr. Zeppos, the following Curriculum/Technology items were approved.

1. Approved Overnight Field Trip Request

2. Approved revisions to the 2018-19 Program of Studies.
   a. Statistics - This course is designed to provide a basic understanding of descriptive and inferential statistics including: analyzing data and distributions, data collection; scatter plots and lines of best fit; probability and decision making; geometry and geometric probability. Also, included will be topics of general financial literacy including: wages and taxes; budgeting; saving, investing and managing credit.
   b. Journalism - Changing course 323, Journalism, from a full-year one-credit course to semester, .5-credit course, enabling more students taking the art and social studies semester electives to also enroll in journalism.

Absent: McAvoy
Nays: None. Motion carried.

B. FINANCE/FACILITIES

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

Mr. McCaffrey expressed his appreciation to all involved in the advancement of the STEAM Innovation project.

Mrs. Taylor asked about the possibility of an a la carte method of selecting services through kultivate. Mr. Scoboria said he has worked with the company before and they are able to quickly interface with district personnel to disseminate information. Mrs. Ziolkowski also said we could involve students in real life learning opportunities. Additional discussion included budgetary impact, contracting for services versus hiring an employee, and freeing up time from administrators to focus on their main responsibilities.

Mr. McCaffrey questioned how long the paper from the joint purchasing bid would last and said a districtwide goal should be to reduce paper and printing costs with the 1:1 rigor and collaboration. Mrs. Larkin
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concurred and said although she was leery, she quickly learned interactive notetaking in meetings where she is employed.

1. Approved Change Order No. 2 with Turf, Track & Court, LLC for the Tennis Court Project in the amount of $15,485.54.  
   Background information: This change order was for additional excavation of the wall footer and sinkhole remediation as directed by the geotechnical engineer.

2. Approved administration to advertise and accept bids for the STEAM Renovation at the JSHS.

3. Approved letter of commitment with TRANE for the JSHS Project Phase II.

4. Authorized J. McHale & Associates, Inc. to proceed with a Phase II full appraisal report of the former VF Factory Outlet Center for a fee of $12,500.

5. Approved Contract with cultivate to provide Communication Service to the District.  
   Background information: Contract will be based on the monthly amount of $2,000 for services.

6. Approved lease agreement with the Scottish Rite Cathedral Association of Reading for use of their auditorium for commencement on June 1, 2018 for a fee of $2,050 plus charges for security personnel.  
   Background information: there is no increase in fee charged from the 2016-17 school year.

7. Approved budget transfer in the amount of $2,780.

8. Accepted donations from the Wyomissing Area Football Association in the amount of $4,510 for the paver project located in the front of the field house.

9. Approved Ryan Redner, Maria Ziolkowski, and Mark Boyer as signers for the following approved depositories:  
   a. Fulton Bank  
   b. Pennsylvania School District Liquid Asset Fund  
   c. PLGIT  
   d. Wells Fargo

10. Approved exoneration of 20 per capita tax bills.  
    Background information: The residents requesting exoneration have met all criteria per the District’s policy.
11. Approved BCIU Joint Purchasing bids for copy paper as follows:

- Lindenmeyr Munroe Paper: $1,823.04
- Office Basics Inc: $7,671.10
- Grand Total: $9,494.14


*Background information: The Borough of Wyomissing has appointed Ms. Heckman as the Tax Collector of the Borough to serve for the appointed term. This agreement deputizes Fulton Bank as the Deputy Tax Collector for the District.*


Absent: McAvoy

Nays: None. Motion carried.

The Finance and Facilities items were opened for discussion. There were no questions or comments.

**C. PERSONNEL/ POLICY**

Upon a motion by Mrs. Taylor, second by Mr. McCaffrey, the following Personnel/Policy items were approved and ratified.

During discussion Mrs. Waxler thanked Mrs. Chaiko and Mrs. Sneeringer for their many years of service to the District and was sad to see they were retiring.

1. RESIGNATIONS/RETIREMENTS
   a. Professional Staff
      1) **NancyLee Chaiko**, 4th Grade Teacher, WHEC, retirement effective the last contracted day of the 2017-18 school year.
      2) **Alexandra House**, Long-Term Substitute Special Education Teacher, JSHS, rescinded previously approved resignation.
      3) **Rose Sneeringer**, 6th Grade Teacher, WREC, retirement effective the last contracted day of the 2017-18 school year.
   b. Support Staff
      1) **Katelyn Correll**, Paraprofessional, JSHS, effective last day worked December 22, 2017.
      2) **Sheri Rath**, Food Service Worker, JSHS, effective last day worked December 21, 2017.
      3) **Charles Rothermel**, Paraprofessional, WHEC, effective last day worked December 1, 2017.
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4) Christine Shuman, Kindergarten Aide, WHEC, effective last day worked December 12, 2017.

2. LEAVE OF ABSENCE
   a. Professional Staff
      1) Crisanne Bansner, Math Teacher, JSHS, intermittent Family Medical Leave effective January 9, 2018 until no later than July 31, 2018.
      2) Christine Beidler, Transition Coordinator, District-wide, Family Medical Leave effective January 3, 2018, followed by an unpaid leave through the end of the second semester of the 2017-18 school year, return to work date on or about June 25, 2018 as ESY Teacher as an exception to the WAEA Collective Bargaining Agreement, Exhibit E.
      3) Colleen Fontaine, Math Teacher, JSHS, Family Medical Leave effective on or about April 30, 2018 to on or about October 5, 2018, return to work October 8, 2018.
      4) Alexandra House, Long-Term Substitute Special Education Teacher, JSHS, unpaid leave effective on January 18, 2018 to February 28, 2018, return to work March 1, 2018 as an exception to the WAEA Collective Bargaining Agreement, Exhibit C Section 9 and Exhibit E.
      5) Bridgette Kozuch, 6th Grade Teacher, WREC, Family Medical Leave effective on or about March 19, 2018 to May 29, 2018, return to work May 30, 2018.
   b. Support Staff
      1) Kristin Batastini, Food Service Worker, WHEC, unpaid leave effective January 8, 2018 to January 12, 2018, return to work January 16, 2018.
      2) Robin Harders, Food Service Worker, JSHS, unpaid leave effective December 12, 2017 to December 19, 2017, return to work December 20, 2017.
      3) Julie Miller, Custodian, JSHS, intermittent Family Medical Leave effective January 30, 2018 through no later than January 29, 2019.
      4) Melissa Rogers, Crossing Guard, WREC, unpaid leave effective January 9, 2018 to January 26, 2018, return to work January 29, 2018.
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3. APPOINTMENTS
   a. Professional Staff
      1) **Natalie Avenoso**, Full-time School Psychologist, WREC, M+30/Step 7, $63,426, update effective date to January 8, 2018.
      2) **Amy Kern**, Full-time School Nurse, District-wide, ratification at a salary of B/Step 3, $46,420, pro-rated in accordance with an effective date of January 3, 2018.
         Background information: Ms. Kern received her Bachelor of Science in Nursing from DeSales University and is currently enrolled in the PA School Nurse Certification Program at Eastern Mennonite University. This position is being filled due to an internal transfer resulting from a resignation.
      3) **Sophie Pearson**, Long-term Substitute Special Education Teacher, WREC, ratification at a salary of B/Step 3, $46,420, pro-rated in accordance with an effective date of January 26, 2018.
         Background information: Ms. Pearson received her Bachelor of Science in Education, specializing in Early Grades Preparation and Special Education, from West Chester University. This position is being filled due to an internal transfer resulting from a leave of absence.

   b. Support Staff
      1) **Ginger Bouchard**, Part-time Kindergarten Aide, WHEC, 5½ hours/day at a wage rate of $11.25/hour, ratification effective December 18, 2017.
         Background information: This position is being filled due to a resignation.
      2) **Cassey Buchta**, Full-time Paraprofessional, WHEC, 35 hours/week at a wage rate of $12.66/hour, ratification effective January 8, 2018.
         Background information: This position is being filled due to a resignation.
3) **William Gerhart**, Part-time Cafeteria/Recess Monitor, WHEC, 2 ½ hours/day at a wage rate of $10.41/hour, ratification effective January 3, 2018.  
*Background information: This position is being filled due to a resignation.*

4) **Amy Schaeffer**, Part-time Kindergarten Aide, WHEC, 5 ½ hours/day at a wage rate of $11.25/hour, ratification effective January 8, 2018.  
*Background information: This position is being filled due to a resignation.*

5) **Heidi Schlouch**, Full-time Paraprofessional, WHEC, 35 hours/week at a wage rate of $12.16/hour, ratification effective January 8, 2018.  
*Background information: This position is being filled due to a resignation.*

c. **Supplemental Staff**

1) **Giovanna Flowers**, JH Assistant Girls’ Basketball Coach, ratification effective December 1, 2017 at a stipend of $1,251.

4. **POSITION CHANGE/TRANSFER**

a. **Support Staff**

1) **Beth Rothermel**, Part-time Cafeteria Monitor and Recess Aide, WHEC, to Part-time 4th Grade Instructional Aide, WHEC, 5 ½ hours/day at $11.25/hour, update effective date to December 4, 2017.

5. **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) **Beth Delp**, WHEC, from B/Step 3 to B+15/Step 3 ($47,900) effective November 1, 2017.

2) **Michelle Filippini**, JSHS, from M+30/Step 13 to M+45/Step 13 ($76,563) effective January 1, 2018.

3) **Jeremiah Kozlowski**, WHEC, from M/Step 7 to M+15/Step 7 ($61,786) effective December 1, 2017.

5) **Stephanie Zechman**, WHEC, from B+15/Step 3 to MEQ/Step 3 ($52,497) effective November 1, 2017.

6. TEACHER MENTOR
   Approved the following Professional Staff Mentor for the remainder of the 2017-18 school year effective January 3, 2018, per assignment below:

<table>
<thead>
<tr>
<th>Mentor</th>
<th>Inductee</th>
<th>Assignment</th>
<th>Stipend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beth Delp</td>
<td>Amy Kern</td>
<td>Floater Nurse</td>
<td>$500.00*</td>
</tr>
</tbody>
</table>

   *Amount to be pro-rated based on January 3, 2018 effective date.

7. TEACHER MENTOR (CHANGE TO STIPEND)
   **Mentor**       | **Inductee** | **Assignment**       | **Stipend** |
| Lee Marie Duquette | A. House     | LTS Spec. Ed.        | $500.00*    |

   *A reduction in the stipend will be pro-rated to account for the effective dates of the unpaid leave of absence of Ms. House.

8. WORK OUTSIDE CONTRACT
   a. Professional Staff
      1) Approved the following teachers who have agreed to be tutors for the WHEC after school tutoring program scheduled for Tuesday, Wednesday, and Thursday effective January 9, 2018 to April 5, 2018 at the WAEA wage rate for work outside contract hours not to exceed a shared total of 330 hours:
         a. **Sarah Cirba**
         b. **Lauren Fiorentino**
         c. **Donna Fischer**
         d. **Jennifer Foo**
         e. **Stacey Hughes**
         f. **Kelly Keim**
         g. **Danielle Metzger**
         h. **Holli Noll**
         i. **Brianna O’Neil**
      2) Updated approval for the following teachers who agreed to be tutors for the WREC after school math tutoring program scheduled for Tuesday, Wednesday, and Thursday effective November 29, 2017 to December 21, 2017 at the WAEA wage rate for work outside contract hours not to exceed a shared total of 44 hours:
         a. **Kristin Allen**
3) Approved the following teachers who have agreed to be tutors for the WREC after school reading tutoring program scheduled for Tuesday, Wednesday, and Thursday effective January 9, 2018 to March 22, 2018 at the WAEA wage rate for work outside contract hours not to exceed a shared total of 198 hours:
   a. Keith Arnold
   b. Erika Homan
   c. Dan Smith
   d. Nancy Boyer
   e. Robin Kline
   f. Jill Kuhn
   g. Shauna Easteadt
   h. Shana Matz
   i. Michele Hetrich
   j. Andrea Kupiszewski
   k. Kelly Ferrandino
   l. Kami Fecho
   m. Bridgette Kozuch
   n. Rose Sneeringer

4) Ratified the following computer lab assistant to be paid 12.25 hours at her regularly approved hourly wage rate for supporting the staff completing the Act 126 training on November 20 and 21, 2017, at the WHEC computer lab:
   a. Jane Lim

5) Ratified the following support staff to receive up to 3.25 hours compensation at her regularly approved hourly wage rate on November 20 or 21, 2017 at the WHEC computer lab to complete PA State mandated Act 126 training not given as an assignment prior to hire:
   a) Tracey Diehl

9. DEPARTMENT CHAIRS (CHANGE TO STIPEND)
   Approved the following Department Chairs to split duties for the 2017-18 school year:
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a. Art Department
   1) Jennifer Watt, 1st Semester at a stipend of $875
   2) Laura Zamperini, 2nd Semester at a stipend of $875.

10. CO-CURRICULAR ADVISORS (CHANGE TO STIPEND)
   a. Christine Beidler, Best Buddies Club Co-Advisor, pro-rate stipend of $184 due to resignation effective last day worked of December 22, 2017.
   b. Sally McAvoy, Best Buddies Club Co-Advisor, effective at the beginning of the 2nd Semester at a stipend of $173.75.

11. SUBSTITUTES
   a. Support Staff (addition)
      1) Diana Caruso, Instructional Aide, WHEC, at a wage rate of $11.25/hour as an exception to the 2017-18 approved Support Staff Substitute Rates, ratification effective December 13, 2017.
   b. Support Staff (deletion)
      1) Carol Ann Dick, Secretary
      2) Linda Pietrobone, Crossing Guard, WREC
      3) Amanda Reigel, Food Service
      4) Amanda Waszil, Custodian

12. VOLUNTEERS

   Absent: McAvoy
   Nays: None. Motion carried.

The remaining Personnel and Policy items were opened for discussion. There were no questions or comments.

OLD BUSINESS None.

NEW BUSINESS None.

UPDATES FROM ORGANIZATIONS None

ADJOURNMENT A motion was made by Mr. McCaffrey, seconded by Mrs. Ziolkowski to adjourn at 6:57 p.m.

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Board Secretary